

Job Description



Finance - Controller / Head of Finance

Job Title: Controller – Hands-On B2B SaaS Finance Leader

Company: ShareVault

Location: Remote (U.S. based)

About Us:

At ShareVault, we believe in transforming complexity into simplicity, empowering businesses to thrive. Our mission is to deliver innovative software solutions that eliminate barriers, enabling our customers to move swiftly and achieve meaningful, lasting impact. We exist to enrich lives by ensuring the journey to success is seamless and efficient, so businesses can focus on what truly drives them forward.

Specifically, we provide one of the world's most secure document-sharing platforms, designed to streamline complex processes such as mergers & acquisitions, fundraising, and other high-stakes business transactions. By offering a secure and easy-to-use platform, we help companies manage and share confidential information with precision, enabling them to make critical decisions quickly and confidently.

About the Role:

We're looking for a hands-on Controller who's ready to wear multiple hats and help drive our financial operations and strategic initiatives. In this role, you'll be responsible for both traditional controller duties as well as stepping into FP&A tasks and systems automation. You'll work closely with the executive team to provide tactical and strategic support as we optimize our processes and explore new verticals. If you're tech-savvy, adaptable, and excited about helping us scale, we want to hear from you!

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Key Responsibilities:

- **Team Management:** Oversee and manage the finance team, comprising our CPA (contractor) and Accounting Manager (contractor), to ensure accuracy, efficiency, and collaboration within financial operations.
- **Cross-Departmental Collaboration:** Work closely with leaders across the organization, such as Sales, Marketing, and Product teams, to provide financial insights, support strategic decision-making, and ensure alignment of financial goals with overall company objectives.
- **Financial Reporting:** Lead the preparation and review of accurate financial statements, balance sheets, and cash flow reports, ensuring compliance with GAAP and regulatory standards.
- **Budgeting & Forecasting:** Manage the budgeting and forecasting process, providing regular updates and analysis to the executive team to drive informed decisions.
- **Systems & Process Improvement:** Implement and automate financial systems (e.g., QuickBooks & Maxio), and introduce new tools to optimize financial workflows, including quote-to-cash processes.
- **Cash Flow & Expense Management:** Oversee cash flow to ensure proper resource allocation and effective management of accounts payable, accounts receivable, and invoicing.
- **Strategic Support:** Provide financial insights to the executive team to support capital-raising efforts and new business initiatives, contributing to strategic pivots and growth into new verticals.

What You Bring to the Table:

- Experience: 8+ years in a Controller, Senior Finance Manager, or similar role in a SaaS or tech company.

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- **FP&A Skills:** Proven ability to contribute to budgeting, forecasting, and strategic financial planning.
 - **Tech-Savvy:** Experience automating financial processes and implementing software systems. Proficiency in QuickBooks (Online), Excel, CARTA, and other financial tools.
 - **Hands-On Attitude:** Willingness to dive into the details, from credit card reconciliations to strategic financial modeling.
 - **Communication:** Strong verbal and written communication skills. Ability to explain complex financial information to non-financial team members.
 - **Remote Ready:** Ability to work independently and thrive in a remote work environment.
 - **Culture Fit:** Collaborative, resilient, accountable, and able to work in a fast-paced, fun, and evolving company environment.
 - Bachelor's degree in Accounting, Finance, or a related field required (CPA or advanced degree preferred)
 - Must successfully pass a background check as a condition of employment.
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Why ShareVault?

- **Impactful Role:** You'll be a key player in our transformation and growth, directly influencing our financial success and strategic direction.
- **Collaborative Culture:** We believe in working hard, having fun, and growing together. You'll have the freedom to innovate and the support of a close-knit team.
- **Remote Flexibility:** Work from anywhere in the U.S. while staying connected with a cool, fun, and driven team.

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If you're ready to make a significant impact in a dynamic SaaS company and scale with us, apply today!