

Title:	Head of Finance
Position Status:	Full Time
Direct Supervisor:	CEO
Direct Reports:	Yes
Location:	Portland, Oregon

About PKI Solutions

At PKI Solutions, we're passionate about creating innovative solutions that help businesses achieve their security goals. Our team of experts brings decades of experience in the field of Public Key Infrastructure (PKI), enabling us to provide cutting-edge products and services to our clients. We take pride in our commitment to excellence, customer satisfaction, and staying at the forefront of industry trends.

We are looking for a talented and driven Head of Finance to join our fast-growing team. This is a new position, created by dynamic growth, with potential for significant career advancement and increased responsibility in a fast-paced venture-backed company environment.

About this Role

The Head of Finance will be the accounting and finance leader of PKI Solutions, helping both drive critical decision making through increasing visibility and quality of financial reporting, while also capable of diving into the smallest details of accounting to help solve problems. The Head of Finance will have ownership over the monthly financial accounting and reporting process, the ongoing budgeting and strategic planning process, and will help drive all strategic initiatives such as M&A, debt financing, analytics, and system implementations. This role will report directly to the CEO, will work daily with the senior management team, and will have exposure and support from the venture capital investors. The right candidate will enjoy the opportunity to learn fast, take on additional responsibilities and earn promotion.

Key Responsibilities:

Accounting

- Manage day-to-day accounting operations and month-end close process to ensure accurate and timely close of US GAAP financial statements.
- Work with the CEO and Controller to find the right scalable accounting/finance/ops “technology stack” for the business - Analyze, recommend, and implement new systems and processes to improve the efficiency, visibility and overall quality of accounting records and ultimately financial reporting.
- Responsible for oversight of general accounting activities including revenue recognition, billing & accounts receivable, accounts payable and other general ledger activities.
- Work collaboratively with external auditors to successfully complete PKI Solutions’ first annual financial statement audit.
- Oversee preparation of and strategy around annual income tax returns with 3rd party tax advisors.

Finance

- Drive the annual budgeting and planning process that will become the foundation for a rolling company forecast, collaborate across all departments, and create alignment on resource and investment allocation with clear plans to achieve revenue and profitability goals.
- Assist with preparation and continued improvement and automation of monthly KPIs, SAAS metrics and financial reporting packages, board presentations, and external reporting packages for investors.
- Analyze revenues and expenses monthly and perform variance analysis to ensure they are recorded accurately monthly and identify any unusual monthly trends.
- Constantly assess the broader organization to find ways to improve efficiency, productivity, profitability and ultimately customer experience and retention.
- Build relationships with management team and ensure key financial metrics and goals are being developed collaboratively, communicated regularly, and build a process to ensure the teams are holding themselves accountable to them.

The Perfect Fit:

- An energetic & entrepreneurial team player
 - A strong and proactive communicator
 - Self-starter who operates independently while being collaborative with the broader team
 - Strong work ethic - someone who does whatever it takes to get the job done right
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Requirements:

- Attention to detail with pride in ownership of work
 - 5+ years of experience, preferably a mix of public accounting and industry experience
 - Bachelor's degree
 - Solid understanding of US GAAP and its application to private companies
 - A strong problem solver with good analytical skills
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Nice to Haves Not Required:

- Experience with subscription software (B2B or B2C)
 - Experience in a private equity or venture capital-backed company
 - Located in or around Portland, Oregon
 - CPA license
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Other

- **Supervisory Responsibility**
 - This position has supervisory responsibilities.
- **Work Environment**
 - This job is operated in an office setting or may be remote. This role routinely uses standard office equipment such as computers, phones, photocopiers, and filing cabinets if applicable.
- **Physical Demands**
 - Ability to travel long-distances and lift 10-15 pounds.
- **Position Type and Expected Hours of Work**
 - This is a full-time position. Typical days and hours of work are Monday through Friday, between the hours of 8:00 a.m. to 5 p.m. or as scheduled with the employee's supervisor.

- **Travel**
 - No
- **Work Authorization/Security Clearance**
 - US citizenship evidenced via current I9 process.
- **Other Duties**
 - Please note, this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.