

Chief Financial Officer **Chester, PA**

Are you looking to work for a small, growing company where you can make a difference within the organization and in the lives of millions of children? Are you interested in supporting educational products that help children to learn?

AWE is hiring an experienced hands-on financial accounting professional. The position is based out of AWE's headquarters in Chester, PA. The successful candidate is a Certified Public Accountant and will be responsible for operational and financial activities of the company including accounting, HR, facilities and insurance. The candidate will have strong budgeting and forecasting skills and a proven track record in financial planning and analysis.

Qualifications

- 5+ years' experience as a Chief Financial Officer or Comptroller
- Bachelor's Degree in Business Administration, Accounting or Finance; MBA preferred.
- Advanced Microsoft Excel Proficiency (pivots, v-lookups, etc.)
- Familiar with Sage Peachtree
- Ability to manage multiple high priority initiatives in a exceedingly fast paced environment
- Excellent oral and written communication skills

Duties & Responsibilities

- Report directly to the CEO and be a strong contributor to the management team.
- Supervise a (lean) accounting team that includes 1 full time and employee located on-site.
- Be hands-on and willing to do a significant part of the work (not just a supervisory position).
- Work with other departments to create and implement policies/procedures to establish an overall organizational support strategy.
- Prepare the daily reports and weekly cash forecast (payments detailed by vendor).
- Ability to prepare a detailed monthly budget plus the skill to model out a balance sheet and cash flow statement.
- Prepare the monthly financial reporting package in Excel, pulling the data from the general ledger.
- Possess strong written communication skills to prepare the MD&A that goes with the financial package. Quality control is paramount; ability to generate work that is error free.
- Prepare a board deck and talk the board through the numbers/performance of the company every quarter; strong oral communication skills required.
- File sales and use tax returns; experience with multi-state operations from an employer standpoint.
- Serve as the corporate record-keeper for the Company. Keep track of the leases, board consents, contracts, and any and all other pertinent corporate records.
- Control the quarterly commissions calculations (as it relates to sales reps) and the quarterly royalties calculations (as it pertains to content providers)
- Submit other periodic reporting.
- Some day there may be a lender. If so, be familiar with borrowing base reporting and covenant compliance. Not critical at this moment.

About AWE Acquisition, Inc. (AWE)

AWE Acquisition, Inc. (AWE) is the leading provider of digital learning solutions for young children in public libraries across the United States. Our solutions are found in 47% of Public Libraries and AWE is based just south of Philadelphia in Chester, PA. We are located along the Delaware River waterfront in a historic, renovated electrical power plant that is now a full-service office building. Amenities include free secure parking, on-site cafeteria, and free gym access for all employees. Learn more at www.awelearning.com

Salary & Benefits

This is a full time salaried position. We value our employees' time and efforts. Our commitment to your success is enhanced by our competitive compensation and benefits package including paid vacation, medical benefits, and future growth opportunities within the company. Send resume and cover letter with compensation requirements to sorgid@awelearning.com

To learn more about us, please visit our website at www.awelearning.com

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