



Controller (Part-Time/Remote)

Organization Overview

Commonwealth Worldwide Executive Transportation's Accounting Department is hiring a part-time Controller. Celebrating more than 40 years in business, Commonwealth Limo has brought unparalleled service and quality to corporate travel and luxury transportation. Multi-city financial road shows, private jet charters, corporate travel for executives, entertainment/production tours, and meetings & special events are where we have built our reputation as the premier worldwide leader. With headquarters in the heart of New York City and Boston, with a presence in more than 85 countries internationally, Commonwealth Worldwide is one of the largest and most respected chauffeured transportation companies. In this dynamic position, reporting to the CFO, you will be an integral part of furthering our success.

Position Summary

The Controller will assist the CFO in facilitating and preparing monthly and annual financial reports/statements, as well as other duties as assigned. We're looking for an individual who has a "roll up your sleeves, hands-on" attitude! The role would entail 16 hours a week to start, possibly evolving into more hours weekly. This is a Remote position, but would require an on-site training/acclimation period in Waltham, MA.

Anticipated Compensation Range:

Approximately \$60 to \$70 per hour at 16 hours per week, subject to experience.

Primary Responsibilities:

In partnership with the CFO:

- Manage month-end closing process to produce accurate and timely financial statements and supporting internal reports
- Coordinate with CPA firm during year-end review and tax preparation
- Prepare monthly, quarterly, and annual bank reports ensuring compliance with bank requirements
- Maintain balance sheet account reconciliation in accordance with company standards
- Assist with budgeting and forecasting processes
- Provide backup duties, as necessary, for payroll processing

Desired Skills & Experience:

- Bachelor's Degree, preferably in Accounting or Finance, or a combination of education and experience
- 5-7 years of accounting experience
- QuickBooks experience a must, preferably QuickBooks Online
- Advanced Excel and financial analysis skills
- Strong attention to detail, organization, and communication skills

Benefits:

- Paid Time Off

Apply by sending a resume directly to Diane Pessolano at dpessolano@commonwealthlimo.com.

Commonwealth Limo is an Affirmative Action/Equal Employment Opportunity Employer and complies with ADA requirements.