



**Position Title: Controller – Environmental Sciences Consulting Firm (Full-Time)**

**Location:** Columbia, SC; Onsite

**Reports To:** Executive Leadership Team

**About the Company**

We are a growing environmental sciences consulting firm headquartered in Columbia, South Carolina, with approximately 50–100 nationally distributed employees and a strong portfolio of clients, contracts, and projects. Our multidisciplinary team provides environmental, scientific, technical, geospatial, and program management consulting services to public and private sector clients nationally and internationally, particularly addressing coastal and marine resource topics. **Research Planning, Inc. (RPI)** is seeking an experienced and collaborative **Controller** to lead and strengthen our accounting and financial operations while supporting the firm’s strategic growth objectives.

**Position Summary**

The Controller will oversee the firm’s accounting, financial reporting, compliance, and operational finance functions. This role requires a hands-on leader with strong technical accounting expertise, experience supporting federal contract operations, and the ability to improve financial processes and internal controls in a growing professional services environment. The Controller will work closely with a full-time accounting assistant, human resources generalist, multiple project managers, and the leadership of the firm.

The ideal candidate will be comfortable balancing day-to-day accounting responsibilities with strategic financial leadership and collaboration with the executive team.

**Key Responsibilities:**

**Accounting & Financial Operations**

- Perform, manage, and/or lead:
  - Client invoicing and revenue recognition
  - Payroll and benefits administration
  - Accounts payable and accounts receivable functions
  - General ledger maintenance
  - Month-end and year-end close processes
  - Financial statement preparation and reporting
  - Budget administration and forecasting
  - Cash flow monitoring and management
  - Tax compliance activities
  - Business insurance administration
- Ensure accuracy, timeliness, and integrity of financial records and reporting

## **Federal Contract Administration & Compliance**

- Support and oversee accounting practices related to federal government contracts.
- Ensure compliance with applicable federal regulations, contract requirements, indirect rate structures, and audit requirements.
- Assist with preparation for financial and contract-related audits.
- Collaborate with project managers and leadership on contract financial performance and reporting.

## **Leadership & Strategic Support**

- Participate in and provide financial support to the firm's leadership team.
- Develop and improve accounting policies, procedures, workflows, and internal controls.
- Identify and implement process improvements to increase operational efficiency and reporting effectiveness.
- Provide financial insights and recommendations to support strategic planning and business decisions.

## **Required Qualifications:**

- Bachelor's degree in Accounting, Business Administration, Finance, or a related field.
- Minimum of 10 years of progressively responsible accounting and financial management experience.
- Strong knowledge of accounting principles, financial reporting, budgeting, and cash flow management.
- Experience supporting accounting and compliance functions for organizations working on federal contracts.
- Demonstrated leadership, organizational, and communication skills.
- Ability to manage multiple priorities in a fast-paced consulting environment.

## **Preferred Qualifications:**

- Master's degree in a related field or MBA.
- Experience in the environmental sciences, engineering, or related business sectors.
- Experience with accounting and compliance for Joint Venture business partnerships.
- Experience with Sage and Unanet accounting systems.
- Experience with DCAA and FAR compliance.
- CPA designation preferred but not required.

### **Security Requirements:**

- Must be able to successfully pass a National Agency Check with Law and Credit (NACLC).
- Must maintain NACLC eligibility throughout employment as required.

### **Physical and Mental Requirements:**

The physical and mental demands described below are representative of those that must be met by an employee to successfully perform the essential functions of this position, with or without reasonable accommodation:

- Prolonged periods of sitting and working on a computer.
- Frequent use of hands and fingers for typing and operating office equipment.
- Ability to communicate effectively verbally and in writing.
- Ability to communicate effectively via phone and video conference.
- Ability to occasionally lift and/or move up to 15 pounds.
- Ability to manage multiple priorities and meet deadlines in a fast-paced environment.
- Ability to maintain focus, exercise sound judgment, and handle confidential information with discretion.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the role.

### **What We Offer:**

- Competitive salary commensurate with experience:
  - Anticipated salary: \$120,000 - \$150,000 annual base salary
  - Eligible for discretionary bonus and profit sharing programs
- Comprehensive benefits package.
- Opportunities for professional growth and leadership involvement.
- Collaborative and mission-driven work environment.
- Flexible and supportive company culture.

### **Equal Opportunity Employer/Protected Veterans/Individuals with Disabilities:**

All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or protected veteran status.

If you are a proactive Controller or Accounting/Finance professional who thrives in a hands-on environment and enjoys supporting a growing organization, we encourage you to apply.

**To Apply:**

Please submit your resume and a brief cover letter outlining your qualifications and experience to [careers@researchplanning.com](mailto:careers@researchplanning.com), indicating 'Controller Position' and your name in the subject line. Leading applicants may be contacted for a phone, online, and/or in-person interview; professional references; degree transcripts/certifications; and writing or other work samples.

Do not phone, contact staff members, or appear in person to apply or seek information on this position. Please understand that due to the potential volume of interest, we may not be able to respond to all applicants.