Finance Operations Lead

Job Requisition ID	R000533
Location	USA, Remote
Job Type	Contract, Part-time (12–16 hrs/week, scaling to full-time)
Product Line	Corporate – not product line specific
Reports To	CEO
Compensation	Base salary (market-driven) + performance bonus (both company and individual performance

About the Role:

We are looking for a Finance Operations Lead to own the financial and administrative backbone of CentroidAI as we move from proof-of-concept to first revenue. This is the person who keeps the company's finances accurate, compliant, and decision-ready—and who builds the systems to do it well as we grow. It is well beyond an office-admin role: you will own the numbers, the filings, and the operating discipline behind them.

You will manage all financials end to end—bookkeeping and accounting, statutory and tax filings, corporate compliance, payroll, accounts payable and receivable, purchasing, and expense reimbursements. Early on you will do this hands-on; over time you will build the processes, controls, and vendor relationships that let it scale. You will work directly with the CEO and the company's external accountants, attorneys, and tax advisors.

If you are detail-obsessed, trustworthy with sensitive information, and energized by bringing order to a fast-moving startup's finances, this role offers significant ownership, autonomy, and meaningful equity.

About CentroidAI:

CentroidAI is a predictive intelligence company. We operate in startup mode EVERYDAY. We turn data into foresight—helping organizations across pharma, healthcare, and manufacturing see what's coming and act before it happens. What began as donor intelligence has grown into a predictive intelligence platform applied across multiple industries, always grounded in domain expertise and measurable operational impact.

At CentroidAI, we understand the fatigue around empty AI promises. Unlike the many companies that use "AI" as a label without delivering real value, we are building a genuine

AI platform grounded in domain expertise and operational impact. Our startup mindset drives us to focus relentlessly on delivering measurable business outcomes—turning advanced technology into practical tools that solve today's toughest challenges for our customers. We put value first, because for us, AI is about results, not hype.

CentroidAI is passionate about our employees and contractors, our customers, and the value and quality of our solutions. These are manifested in our four corporate values:

- **People-First**
  We treat our team as our primary advantage, creating a high-trust, low-ego environment where people can learn fast, take smart risks, and do the best work of their careers. Happy employees take care of our customers and always do the right thing.
- **Customer Delight**
  We make our customers wildly successful, delivering outsized value at a much lower cost. The customer puts food on our table, and without customers we would not exist.
- **Real-World Impact**
  Our purpose is to solve real problems for our customers and the people they serve, and we prioritize work that moves the needle on outcomes, access, and affordability. Everything we do keeps the end outcome front and center.
- **Futuristic R&D**
  We push the boundaries of science and AI like a scrappy lab, rapidly testing bold ideas and turning them into practical tools before bigger players even notice the opportunity. At our core, we are a technology company that brings business value from data.
- **Integrity**
  We always do the right thing, at all times. We abide by regulations, stay honest, fulfil our contractual obligations, and respect the letter of the law—without discrimination, whether with employees, customers, partners, or anyone else. It will be noticeable.

What You'll Own:

Accounting and bookkeeping: Maintain the general ledger and chart of accounts, record transactions, perform monthly closes and reconciliations, and keep the books accurate and audit-ready.

Financial reporting: Produce timely financial statements and management reports—P&L, balance sheet, cash flow—and give the CEO a clear, current picture of the company's finances and runway.

Statutory filings and taxes: Manage corporate compliance and statutory filings, coordinate federal, state, and local tax filings, sales/use tax, and annual reports, and work with external accountants and tax advisors to keep the company in good standing.

Accounts payable and receivable: Manage vendor bills and payments, customer invoicing and collections, and keep cash moving in and out cleanly and on time.

Purchasing and expense management: Own purchasing, vendor onboarding, contracts and subscriptions, corporate cards, and the expense-reimbursement process, with sensible controls and approvals.

Payroll and benefits administration: Run payroll and administer benefits accurately and on schedule, coordinating with payroll and HR providers as needed.

Corporate organization and records: Maintain corporate records, entity filings, banking relationships, insurance, and the organized document trail a growing company needs.

Controls and process: Establish lightweight financial controls and repeatable processes, and improve the finance tooling and systems as the company scales.

What We're Looking For:

You own the numbers.
You take full responsibility for accuracy and timeliness, and you can be trusted to close the books, file on time, and flag issues before they become problems.

You are detail-obsessed and discreet.
You sweat the details others miss, and you handle confidential financial and personnel information with complete integrity.

You bring order to chaos.
You have set up or cleaned up financial processes before, and you are comfortable building structure where little exists—without over-engineering it.

You are AI-native and tool-savvy.
You use modern tools, including AI, to work faster and more accurately, and you are comfortable learning new systems quickly.

Requirements:

- 5+ years of experience in accounting, bookkeeping, finance operations, or controllership, ideally including time at a small company or startup.
- Hands-on proficiency with accounting software (e.g., QuickBooks, Xero, or similar) and strong spreadsheet skills.

- Solid working knowledge of US tax and statutory filing requirements, payroll, and corporate compliance—or proven ability to manage these with external advisors.
- Experience owning AP/AR, expense management, and month-end close.
- Excellent organization, accuracy, and follow-through, with the discretion to handle sensitive information.
- Strong communication skills and comfort working independently in a fast-paced, evolving startup environment.
- Bachelor's degree in Accounting, Finance, Business, or equivalent practical experience.

Nice to have:

- CPA, CMA, or equivalent certification, or working towards one.
- Experience managing finances for a multi-entity or multi-state company.
- Familiarity with startup finance topics such as fundraising support, cap-table basics, R&D tax credits, or grant administration.

Compensation & Benefits:

This is a full-time role with a competitive, experience-based salary and annual bonus (part based on company performance, and greater part based on individual contribution). We are transparent about compensation and will discuss specifics during the interview process.

Why This Role Is Unique:

Real ownership: You own the entire finance and administrative function, not a narrow slice of it.

Direct line to the founder: You work side by side with the CEO on the decisions that affect the company's runway and growth.

Build the foundation: You set up the financial systems and discipline that the whole company will rely on as it scales.

Fully remote: Work from anywhere in the US.

Meaningful equity: You help build the value, and you share in it.

Equal Employment Opportunity:

CentroidAI LLC is an equal opportunity/affirmative action employer that evaluates qualified applicants without regard to age, ancestry, color, religious creed, disability, marital status, medical condition, genetic information, military or veteran status, national origin, race, sex, gender, gender identity, gender expression and sexual orientation or any other protected factor. We consider qualified applicants consistent with legal requirements.

How to apply:

Please email your latest resume, along with a cover letter explaining how you can make a difference at CentroidAI, to careers@centroid-ai.com.

Please include your expected compensation and your likely start date.