



## ROLE & RESPONSIBILITY

# Accounting Manager

Own and build the accounting function within the organization to meet Heyday's growth requirements by leveraging people, processes, and systems to support Heyday's footprint.

### **About Heyday**

*We are expert skincare with a human touch. We started Heyday to personalize skincare to create positive change in people's lives – for both our teams and our clients. We're all about helping people feel great in the moment and empowering them to continue that journey on their own. Heyday means the period of your greatest strength, vigor, or success – your prime. We believe everyday should be your Heyday. We just happen to start with skin.*

*Heyday is headquartered in Soho, New York, with 5 retail locations across Manhattan and 2 in Los Angeles. This is an exciting opportunity to join a small, collaborative team and have a direct impact on our fast-growing business. This position will be an integral part of the organization. The candidate must have commitment and passion for the mission of Heyday to be a catalyst for people to look and feel their best. You are a magic maker who sees possibility and turns dreams into reality.*

### **Key Responsibilities**

Success in the role of Accounting Manager will be ownership and iterating on the following:

1. **Accounting Close + Processing** - Own all aspects of Heyday's accounting close, implementing systems and processes to reduce time to close to <5 days. Perform analysis to validate accounting data within the financials and modify systems to automate. Create a BIC system that relies on automation and technology verses manual entry and processing to optimize for time and quality of output. Recommend and implement tools and systems that automate all functions while increasing quality of information - AR, AP, Treasury, COGS, Real Estate, Leasehold, etc. Build the team where automation cannot perform. Ensure GAAP compliance.
2. **Financial Visibility** - Create financial visibility across the organization through reporting, analysis of actuals vs budget, and instilling ownership of performance throughout the organization. Work with the field to broaden their p&I understanding and drivers of performance. Work with Support Office to create accountability through visibility and understanding of budgets and actuals. Work with Development function to increase visibility into buildout costs and identify areas where costing can decrease.
3. **Fiscal Compliance** - Coordinate external audits as required by our investors. Ensure timeliness in process and limit the amount of unexpected comments via diligent adherence to GAAP compliance. Maintain compliance with tax requirements and ensure legal and regulatory compliance. Build treasury relationships. Create and enforce accounting policies and procedures.

Expert skincare with a human touch

[heydayskincare.com](http://heydayskincare.com) @heydayskincare

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**Qualifications**

- +5 years in an accounting role where you've touched all aspects of accounting, financial reporting, and related systems, inclusive of inventory costing + margin analysis
- Experience with a multi-unit organization a plus
- Analysis experience with effective excel skills, including experience quickly analyzing financial results and providing recommendations
- Experience with optimizing accounts payable and receivable processes
- Enthusiasm for developing systems and processes across a growing organization
- Excellent verbal, written, and communication skills with internal + external partners
- Ability to think holistically, simplify, and work smartly focusing on the priorities and objectives of a project
- You would describe yourself as curious, hardworking, and effective

**Location & Logistics**

- The role will be based in New York City or Los Angeles at the Heyday Support Offices
- The role will require field visits and travel occasionally to existing shops as needed

**Reporting**

- The role will report to the Director of Finance + Strategy