

FP&A Manager

ABOUT US

Our Mission

We started heyday to change the way people engage with skincare to create positive change in people's lives.

Why "Heyday?": *We're all about helping you feel great today while taking care of you for tomorrow. '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 (www.heydayskincare.com) is headquartered in Soho, New York, with 5 retail locations across Manhattan and 1 in Los Angeles. We are looking for a master number cruncher FP&A Manager to form part of our rapidly growing team. This is an exciting opportunity to join a small, collaborative team and have a direct impact on our fast-growing business. This highly visible position will be an integral part of the organization. This role will be the finance lead for all matters related to revenue development across multiple platforms. This individual will have extensive interactions with the Company's senior leadership team, and other business groups.

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.

JOB DESCRIPTION

Reporting to the Chief Operating Officer, the Manager of Financial Planning & Analysis will be a key member of a team and responsible for creating and maintaining an effective financial planning, reporting, and analysis process. You will support the Chief Operating Officer and Chief Executive Officer and key business stakeholders.

Responsibilities:

- Collaborate with key stakeholders in the organization to help develop annual operating plans and monthly/ quarterly financial forecasts
- Provide financial leadership across headcount planning, budgeting, forecasting, and long-range planning
- Develop and monitor metrics & performance indicators, highlighting trends and analyzing causes of unexpected variances
- Provide counsel and decision support to business partners on financial matters that focus on expense control, real estate pro forma analytics, and profitability of the business. Suggest solutions, resulting implications, key actions and strategic implications
- Develop scalable and efficient financial processes that support a rapidly growing business
- Prepare management presentations and monthly reporting packages
- Reconciliation and variance analysis of forecast to actual results. Work with our currently outsourced accounting in preparation for monthly close and analysis of results versus forecast/budget
- Work with different business partners around the company and gaining insight and knowledge that could affect forecasts
- Perform customer data insights and product performance analyses

- Perform competitor benchmarking and analysis in the context of white space and growth
- Create strategic value-added analyses around growth opportunities, expense optimization, and core business metrics and to drive better decisions and results
- Preparing and managing planning and pacing for revenue, including helping to manage and report on revenue pipeline
- Ensuring accuracy of monthly and quarterly financial reporting
- Identifying business risks and opportunities and incorporating them in the monthly forecasts
- Preparing and coordinating management presentations including Monthly Operating Reviews, Annual Budgets and Long-Range Planning
- Partnering and rolling out Corporate Initiatives and process improvements
- Support COO and CEO on preparation of materials for Board of Directors, investors, and other key stakeholders
- Special projects and ad hoc analyses as required by management

Requirements:

- Minimum of 3 years of relevant FP&A experience in a fast-growing organization with demonstrated responsibilities in financial planning and analysis, accounting or similar quantitative analysis field.
- Independent, self-motivated, and a strong team member in a collaborative environment
- High standards of accuracy and precision
- Enjoy being challenged by completing projects requiring individual initiative and flexibility in tight time frames with minimal direct supervision
- Strong financial acumen (understanding of financial documents, chart of accounts, business intelligence, FP&A processes, etc.)
- Strong problem-solving and analytical skills combined with a solid understanding of business strategies and driver
- Great forecasting methods and techniques
- Possess sound judgment and know when to escalate issues
- Excellent analytical and quantitative abilities
- Ability to perform complex modeling in Excel
- Excellent verbal and written communication skills
- Capable of presenting complex financial information in an easy to understand format
- Maintain a positive, flexible, client-service attitude with business teams
- Exhibit professional maturity, poise and integrity in all you do
- Can work with employees at all levels of the organization in a highly collaborative environment
- Commitment to Heyday's mission and guiding principles
- Bachelor's degree in Business, Finance, Accounting, or equivalent required

Perks (In addition to Facials):

- Be a core member of the Heyday Support team
- Be part of a startup that is gaining national recognition and actually making a difference
- Full benefits + competitive compensation package