



Job Description:

Department: Finance

Reports To: VP Finance & Ops

MAJOR RESPONSIBILITIES

- Perform the General Ledger control functions for the business including but not exclusive to AP, A/R & Accounting
- Proactive contribution to, and participation in, the team
- The on-time delivery of financial information pertaining to the business
- Leadership of, and participation in, other key strategic initiatives and projects as appropriate
- Participation in financial reporting process

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Preparing and reconciling the accumulation of all financial data necessary for an accurate and timely accounting of the retail operations
- Managing daily cash reconciliation (Accounting)
- Managing weekly payments of vendors (A/P)
- Oversee process with factor Rosenthal (A/R)
- Coordinating and preparing monthly and bi-annual internal financial statements, schedules and templates required by local and international management as these pertain to the businesses
- Applies accounting principles to work that is analytical, creative, evaluative, and advisory in nature and that requires an understanding of both accounting theory and practice
- Applies principles of accounting to analyze financial information and prepare financial reports
- Considers the need for new or changed controls
- Responsible for maintaining Chart of Accounts
- Evaluates alternative means of treating transactions
- Assisting in reporting of business performance metrics
- Assisting with any regulatory reporting, including working with the tax team, to ensure on-time and accurate compliance
- Working directly with the VP of Finance and other key stakeholders as necessary on specific projects

KEY MEASURABLES

- Timeliness of reporting and deadlines achieved
- All monthly reporting to local management
- Information required by local and International tax and other compliance matters is delivered within agreed time frame
- All adhoc requests are responded to within established time frames
- Accuracy and relevance of financial data
- Zero audit adjustments at half year or full year

Note: This indicates in general terms, the type and level of work performed and responsibilities held by the team member(s). Duties described are not to be interpreted as being all-inclusive or specific to any individual team member.

- Critical self-review of all work products and validation that all presented reports agree to reported financial results.
- Continue to expand and improve upon the information available in the monthly management reporting
- Preparation of deliverables
- Prepare month-end balance sheet reconciliations with all supporting documentation for review within 10 business days
- Produce monthly P&L KPI's, including analysis of monthly accruals
- Assist in preparing P&L, cash flow and consolidation of income statement and balance sheet according to company deadlines (generally within 7-8 business days)
- Completion of adhoc project deliverables within established time frames

POSITION QUALIFICATIONS

- Minimum 3 years financial management experience
- Experience in General Ledger Controls and Financial Reporting
- Bachelor's degree in Accounting or Finance preferred
- Ability to tackle issues independently, problem solve using proper accounting principles, and handle a busy and full work environment while being conscious of time management.

OTHER KNOWLEDGE, SKILLS AND ABILITIES

- Highly developed interpersonal skills including the ability to operate in fast pace environment juggling multiple hats
- Outstanding communication, presentation, negotiation and influencing skills to converse and deal effectively with a broad range of internal and external stakeholders
- A high degree of technical accounting proficiency
- A high level of initiative, self-motivation and self-dependence
- Ability to deal with competing interests and able to juggle a long list of priorities
- Advanced computer literacy specifically in MS Excel, MS Outlook, and must be flexible and proactive in learning new/upgraded accounting software and reporting systems
- Experience in cloud business software suites, including Accounting, ERP, CRM and Ecom a MAJOR plus