



## **Accounting Manager**

Reports to: SVP of Finance

Department: Finance

FLSA: Exempt Manager, Salary, Full-Time

Location: Remote

Salary Range: \$105,000-\$115,000 annually

### **Summary**

The Accounting Manager will be responsible for assisting in managing and overseeing all aspects of financial operations. This position reports directly to the company SVP of Finance. The Accounting Manager's responsibilities include the accurate and timely preparation and analyses of all facets of the financial operations of the company with adherence to GAAP/IFRS, including producing monthly financial statements, reporting and analysis, balance sheet accounts reconciliation review, cash management oversight and maintenance as needed, budget and forecast preparation and other ad hoc requests.

### **Essential Functions**

- Assist in mentoring and professional development of the Financial team members.
- Ensure accurate and timely financial reporting and analysis.
- Complete support schedules for monthly financial packages.
- Monthly Balance Sheet and Income Statement variance analysis and commentary.
- Review various balance sheet account reconciliations on a monthly basis and identify.
- Collaborate and assist in overseeing annual budgeting and re-forecasting models.
- Back-up/support daily cash flow.
- Prepare complex analysis and workpapers to support business management and General Ledger activity.
- Assist in the development and implementation of accounting procedures by analyzing and challenging current procedures for effectiveness and



efficiency; provide recommendations and implementation plans for any suggested process improvements

- Maintain open communications with team members by researching, interpreting data, and effectively responding to questions.
- Perform ad hoc projects as determined to be necessary
- Preparation for annual audits by compiling and reviewing audit schedules and providing requested support to auditors as applicable.
- Manage regulatory inquiries, communications and research

### **Expectations**

- Attention to detail
- A passion for Finance
- Strong verbal and written communication skills and ability to connect with people at all levels of the organization
- Highest standard of professional behavior
- Relationship management
- Hustle, creativity, and enthusiasm to find a solution to any problem
- High ethical and moral standards
- Confidentiality
- Ability to work independently, prioritize, and execute on multiple responsibilities and collaborate in a team environment

### **Requirements and Qualifications**

- Bachelor's degree in Business with an emphasis in Accounting
- Exceptional knowledge of finance, accounting, budgeting, departmental cost accounting and understanding of Generally Accepted Accounting Principles (GAAP) and International Financial Reporting Standards (IFRS)
- Proficiency with systems implementations
- Attention to detail and understanding of Macro Environment
- Ability to manage employees while multitasking

### **Benefits**

- Big Business backing with small business mentality
- Excellent company culture



- Health Care Plan (Medical, Dental & Vision)
- 401k with company match
- Life Insurance (Basic, Voluntary & AD&D)
- Paid Time Off (Vacation, Sick & Public Holidays)
- Short Term & Long Term Disability

### **EEO Statement**

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### **To Apply:**

email your resume to [marymargaret@seetickets.us](mailto:marymargaret@seetickets.us)