

Immediate Position Opening: Accounting/Finance Manager

Sign-on Bonus: \$1,000 USD

Background:

OTM is a boutique global consultancy specializing in collaborative organization design and business transformation solutions. Now in its 27th year of operation with businesses located in the US and UK, we are recognized as a leader in our field. OTM continues to grow with substantive future growth plans in place.

Now is an excellent time to join our progressive business. You will have the opportunity to learn rapidly, work internationally, have career-enhancing development opportunities and the chance to be an integral part of our closely-knit team.

OTM has an immediate need for a mature, trust-worthy, reliable, responsible and experienced Accounting/Finance Manager; a role that is at the center of our business and core to our success. The ideal candidate is someone who seeks to not only handle the technical aspects of the position, but also impacts the entire organization by being a trusted and respected leader who leads by example and initiates positive changes throughout the business.

Location: OTM Phoenix office - 5815 S. 46th St #116, Phoenix, AZ, 85048

Non-negotiable Job Requirements:

- ✓ Bachelor's degree in Finance, Accounting or related field
- ✓ Deep working knowledge of and expertise in QuickBooks Accountant Pro (v 2016)
- ✓ Seven+ years' experience in accounting with similar duties, including:
 - Working knowledge of international currencies and international team
 - Accrual and cash basis accounting with emphasis on accrual-basis
 - Proficient in reporting financial information in support of critical business decisions
 - Advanced Excel skills; able to create complicated formulas and use advanced tools
 - Proficiency working in an Office 365 and SharePoint environment
- ✓ Successful completion of civil and criminal background check and finger-print clearance
- ✓ Three+ years' experience in tax preparation and practical business tax law knowledge
- ✓ Reliable, trust-worthy, exudes integrity, keep confidences, strong work ethic
- ✓ Thrives working in a work environment with a virtual team. Able to build meaningful relationships.

Position Description & Responsibilities:

This position requires a consistent, reliable, stable, trustworthy and experienced operational Accounting/Finance Manager. The incumbent is responsible for the end-to-end planning, executing, maintenance and improvement of all business account reconciliation, banking and financial reporting, managing other accounting staff and vendors, and other related accounting and operational tasks. The role reports directly to the Managing Principal. The ideal candidate will fulfill the following responsibilities:

- Keep accurately reconciled and timely A/P, A/R, G/L accounting records and supporting files, cash receiving/expenditure posting, fixed assets & balance sheet reconciliation for U.S. and U.K. companies, on a weekly basis.
- Manage finance/accounting related onboarding for all new staff including assisting with completion of on-boarding paperwork for new-hires and ensuring appropriate elections or tax forms are completed; setting up employment accounts for unemployment and income tax withholding as new-hires from different states join OTM.
- Prepare annual 1099 forms for all contractors, service providers, vendors as required by law.
- Complete journal entries to accurately record all expenses, income, payroll and payroll taxes on a bi-monthly basis for U.S and monthly basis for U.K. *Note: Payroll is processed by a third party.*
- Ensure accurate financial and project reporting as needed, on a monthly basis or more frequently if needed.
- Along with the Managing Principal, working closely with company's U.S. and U.K. Corporate Accountants to ensure all tax and reporting deadlines are met for both companies, including quarterly and year-end tax planning.
- Process employee and contractor expense reports and generating invoices [QB] to OTM customers, as often as bi-weekly.
- Maintain online server files and hard copy files, as needed, for all payables and vendors.
- Create bi-monthly cash management and performance reports [cash status, cash flow, A/P, A/R,] including monthly forecasts and quarterly UK-tax claims reports. Performance reports provided on demand.
- Review and process all accounting mail.
- Process all A/P on both US and UK side bi-monthly and maintain A/P file structure.
- Identify/develop process improvements to cut costs and increase efficiency of operations.
- Managing other accounting staff, vendors and the day-to-day operations that they are responsible.
- Ensure compliance with all finance/accounting related policies and procedures; maintains finance/accounting policies and procedures.
- Conduct new employee onboarding including the setup of HR files – ensuring they are complete.
- Drive the annual employee benefits review with insurance brokers.
- Setup employment accounts for unemployment and income tax withholding as new-hires from different states join OTM.

Salary & Benefits:

Salary is based on full time plus role with compensation ranging from \$65,000- \$75,000 commensurate with experience. A \$3,000 annual salary increase after successful completion of the three-month probation period. A \$1,000 sign-on bonus paid after successful completion of the three-month probation period. Benefits available after 90 days and include healthcare, dental, five-days personal leave and four weeks' vacation. Benefits also include potential end of year bonus, profit sharing after employment for one year and one day, and working with a great international team!

Expanded Job Requirements (Compliments Page 1):

The position requires an experienced professional who has deep QuickBooks Pro knowledge and advanced Excel skills. Tax and accounting experience and skills to work in a multi-national/multi-currency business are required. The ideal candidate brings a strong lateral thinking [end-to-end], problem-solving skills and interpersonal skills. The ideal candidate will be required to demonstrate their expertise.

- Relevant College/University degree required.
- Deep knowledge of QuickBooks Accountant Pro [will work with version 2016].
- Seven+ years' experience in accounting with similar duties.
- Experience in accrual and cash basis accounting. Emphasis on accrual-basis.
- Proficient in reporting performance and financial information in support of critical business decisions.
- Advanced Excel skills; able to create complicated formulas and use advanced tools.
- Requires high literacy with respect to Office 365 and SharePoint.
- Attention to detail and accuracy is critical.
- Experience with multi-currency transactions and how to record and report gains/losses on currency rates.
- Drive work to completion based on deadlines; high willingness to quality check your own work as well as those you manage.
- Must have excellent verbal and written communications skills, and commitment to providing high quality customer service to both internal and external clients and contacts.
- Must be a self-starter who is able to work with minimal supervision, follow directions, and maintain a high-level of confidentiality
- Must be able to manage accounting staff and vendors; work closely with OTM Corp Accountants.
- Highly organized and efficient.
- Positive attitude, able to work both independently and as a team.
- Able to forecast and budget.
- Operational experience and international experience
- Create and deliver professional quality financial presentation to team.
- Willingness to get out and be an ambassador of OTM in professional organizations.
- Travel is required at least one week a year (Passport will be necessary).
- A comprehensive background check and finger printing is required.
- Experience working with US and UK corporate tax accountants
- Bi-lingual (a plus/not required).

The first 90 days will be considered a probationary period to ensure fit, skills and expertise. The first 90 days may require more time in job to learn accounts and in-house procedures.

To Apply:

If you are looking for a career opportunity with security, stability, and long-term possibilities, please email us a cover letter highlighting how your experience fits with our needs, your resume, 4-5 recent professional references, three work samples and a salary history to jobs@on-the-mark.com.

Only those applicants that meet our requests and required skills will be considered.