

# JOB DESCRIPTION

<b>JOB TITLE:</b>	Accounting Manager, NORTH AMERICA
<b>DEPARTMENT:</b>	Finance
<b>LOCATION:</b>	NEW YORK CITY (NORTH AMERICA)
<b>REPORTS TO:</b>	CONTROLLER, NORTH AMERICA
<b>RESPONSIBLE FOR:</b>	Direct reports to be considered as part of growth plan

essensys is one of the fastest growing global proptech firms moving rapidly into our next stage of hypergrowth. Established in London in 2006, essensys was created to solve the complex operational, everyday challenges for flexible workspaces, the largest growing segment in the commercial office market.

We believe the office environment of the past is no longer - the staid, the unresponsive and the impersonal - will be replaced with space-as-a-service and tech-oriented environment that has already attracted the world's largest enterprise users. Today, flex workspace accounts for less than 2% of the office space market and current growth estimates could easily reach 30% by 2030. Traditional landlords need to adapt and have already started doing so, especially in light of COVID. The opportunity is massive.

In 2019, essensys became a publicly traded company on the London Stock Exchange and currently has offices in London, NYC, LA and Toronto. We provide services to over 1,000 buildings across 28 countries.

## JOB PURPOSE

The Accounting Manager serves as a leader, subject matter expert, and teammate on all accounting and financial reporting responsibilities in the U.S. The first 12 months of the role to be heavily invested in accounting processes and systems clean-up, a high-volume workflow daily cash and bank transactions, tax compliance ownership, and future-focused accounting improvements as we plan to significantly grow the U.S. operations. Though starting as an individual contributor there is room to grow into the Controller role within a year or two.

## MAIN DUTIES AND RESPONSIBILITIES:

- Manage and oversee the daily operations of the accounting department
- Manage timely month end financial close process, including entering of month end AJE's
- Preparation and review of balance sheet account reconciliations
- Oversee semi-monthly payroll process and recording of payroll journal entry
- Review monthly revenue analysis by client site and ensure any missed client bills are processed and all related project costs are accrued
- Coordinate the annual audit and supply external auditors with supporting documents and account reconciliations
- Maintenance of schedules including prepaid expenses, deferred revenue, and accrued revenue
- Maintenance of fixed asset register and application of ASC 842
- Tax compliance: work with external sales tax vendor to assure sales taxes are properly filed/ paid

## KNOWLEDGE AND EXPERIENCE:

- Bachelor's Degree in Accounting
- 3-6 Years of accounting experience
- CPA preferred
- Public audit experience (Big 4 or Mid-Size) preferred

- Strong understanding of IFRS
- NetSuite experience preferred

**DESIRED COMPETENCIES:**

- Excellent verbal and written communication skills
- High attention to detail and accuracy
- Advanced Excel skills preferred
- Understanding of ASC 606
- Ability to prioritize and deliver within short/tight deadlines and with high precision
- Demonstrated ability to roll-up sleeves and work with team members in a hands-on management capacity
- Must be able to work in the office in Manhattan 3 days per week (2 days per week can be remote)