

# 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 the leading global provider of a mission-critical software-as-a-service ("SaaS") and on-demand digital infrastructure platform to the high growth flexible workspace and commercial real estate industry. essensys' technology was specifically designed and developed to help solve the complex operational and technological challenges faced by multi-site flexible workspace and agile real estate providers when they scale-up and focus on occupier in building experiences.

This is an opportunity to work for a public listed, global market leader in a highly vibrant and evolving industry. We are looking for an analytical, tech and commercially savvy Marketing Operations Manager with a strong background in B2B marketing automation technologies, digital marketing, marketing performance analytics and optimisation. The role will be based out of the London office and will report to the Head of Group Marketing / CMO.

## 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)