

Director of Finance

Position Summary:

The Director of Finance will execute the financial strategy of the company and manage financial controls and accounting procedures. The Director of Finance will report to the co-CEOs and be located in the Westwood office.

Requirements:

- Bachelor's Degree in Accounting, Finance or related field (MBA preferred)
- Professional accounting designation
- 10+ years of experience in a senior financial managerial position, preferably in a financial services or consulting environment
- Solid understanding of accounting concepts/principals
- Advanced computer skills, including proficiency in MS Office and financial reporting software
- Exceptional communication skills
- Results-oriented, strategic thinker and planner
- Strong work ethic and strong collaborator in a team setting
- Strong analytical, organizational skills, and critical thinking ability
- Ability to multitask and work well with all employees
- Motivated and committed to high-quality internal and external service and continuous professional development

Essential Responsibilities:

- Execute the financial strategy of the company
- Manage financial controls and accounting procedures
- Ensure full transparency over the financial performance of the company
- Recommend and implement ways to increase revenue and reduce costs
- Effectively and clearly communicate potential risks in a timely manner
- Propose action plans to ensure that annual financial objectives are attained
- Oversight of preparation of monthly, quarterly, and annual financial plans
- Coordinate and produce all tax documentation as required
- Provide support for year-end audit
- Prepare corporate filings – use tax, annual reports, census
- Prepare the annual operating budget, monthly updated forecast, and variances to actuals analysis
- Lead software system implementations and conversions as needed



- Lead all day-to-day general accounting duties, including A/P, A/R, expense reports processing, corporate credit cards reconciliation, bank statements reconciliation
- Perform other duties, ad hoc accounting projects, and analysis as needed