

## Immediate Position Opening:

### Phoenix-based Virtual Accounting/Finance Manager

*Sign-on Bonus: \$1,000 USD*

#### 1.0 Background

OTM is a boutique global consultancy specializing in collaborative organization design and operating model modernizations. Now in its 33rd year of continuous operation with businesses located in Phoenix, AZ and London, UK, OTM are a recognized leader in our field. OTM continues to grow with substantive growth plans in place.

Now is an excellent time to join our progressive business. You will have the opportunity to execute several key roles central to OTM's success, learn rapidly, work internationally, gain career-enhancing development opportunities and the chance to be an integral part of our closely-knit team.

#### 2.0 Position Brief and Location:

OTM has an immediate need for a mature, trust-worthy, reliable, responsible, and experienced Accounting/Finance Manager. This career-defining job is at the center of our business and core to our success. The job contains the following roles: accounting, payroll, controlling, budgeting, strategic and operational financial forecasting and reporting, coordinate/work with OTM's corporate accountants located in the US and UK. 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 accounting and finance leader leading by example and initiating positive changes throughout the business. The job reports directly to the Managing Principal and is a virtual/remote job located in the Phoenix, AZ area.

#### 3.0 Non-negotiable, Demonstrable Job Requirements:

The ideal candidate will be required to demonstrate their expertise.

- a. Bachelor's degree in Finance, Accounting, or related field
- b. Deep working knowledge of and expertise in QuickBooks Accountant Premier (v2020, 21, 22)
- c. Seven+ years' experience in accounting with similar duties, including:
  - i. Working knowledge of international currencies and international team
  - ii. Accrual and cash basis accounting with emphasis on accrual-basis
  - iii. Proficient in reporting financial information in support of critical business decisions
  - iv. Advanced Excel skills; Able to create complicated formulas and use advanced tools
  - v. Proficiency working in an Office 365 and SharePoint environment
- d. Five+ years' experience in tax preparation and practical business tax law knowledge
- e. Reliable, trust-worthy, exudes integrity, keep confidences, strong work ethic
- f. Thrives in a virtual work environment. Able to build meaningful, lasting relationships.

## 4.0 Detailed Position Responsibilities:

This position requires a consistent, reliable, stable, trustworthy and experienced Accounting/Finance professional responsible for the end-to-end planning, executing, maintenance and improvement of all business AP/AR, account reconciliation, banking/financial/performance reporting, managing other accounting staff and vendors, and other related accounting and operational tasks.

The position requires an experienced professional who has deep QuickBooks Premier experience 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 and must fulfill the following responsibilities:

- a. 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.
- b. Prepare annual 1099 forms for all contractors, service providers, vendors as required by law.
- c. Prepare bi-monthly payroll expense burden report, also responsible for submission of (US) bi-monthly/(UK) monthly payroll to third party processor.
- d. 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.*
- e. Ensure accurate financial and project reporting as needed, on a monthly basis or more frequently if needed.
- f. 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.
- g. Process employee and contractor expense reports and generating invoices [QB] to OTM customers, as often as bi-weekly.
- h. Process all A/P on both US and UK side bi-monthly and maintain A/P file structure.
- i. Maintain online server files and hard copy files, as needed, for all payables and vendors.
- j. 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.
- k. Create monthly analysis report of all credit card charges.
- l. Review and process all mail.
- m. Identify/develop process improvements to cut costs and increase efficiency of operations.
- n. Ensure compliance with all finance/accounting related policies and procedures; maintain and update finance accounting policies and procedures.
- o. Drive the annual employee benefits review with insurance brokers.
- p. Conduct strategic and operational financial and tax forecasting and reporting.
- q. Provide limited support of new employee onboarding and employee exiting.
- r. Attention to detail and accuracy is critical.
- s. Experience with multi-currency transactions and how to record and report gains/losses on currency rates.

- t. Drive work to completion based on deadlines; high willingness to quality check your own work as well as those you manage.
- u. Must have excellent verbal and written communications skills, and commitment to providing high quality customer service to both internal and external clients and contacts.
- v. Must be a self-starter who is able to work with minimal supervision, follow directions, and maintain a high-level of confidentiality
- w. Must be able to manage accounting staff and vendors; work closely with OTM Corp Accountants.
- x. Highly organized and efficient.
- y. Positive attitude, able to work both independently and as a team.
- z. Able to forecast and budget.
- aa. Manage finance/accounting related onboarding for all new staff including setup of HR files, completion of onboarding paperwork and review of completed tax forms. This will also include the setup of employment accounts for unemployment and income tax withholding as new-hires from different states join OTM.
- bb. Create and deliver professional quality financial presentation to team.
- cc. Willingness to get out and be an ambassador of OTM in professional organizations.
- dd. Travel is required at least once per quarter (Passport is necessary).
- ee. Bi-lingual (a plus/not required).

## 5.0 Compensation & Benefits:

Starting salary is based on full time plus role ranging from \$75,000-\$90,000 commensurate with experience. A \$5,000 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 30 days including healthcare, dental, five-days personal leave and four weeks' vacation. Variable compensation includes a potential business winning bonus paid out quarterly, end-of-year company performance bonus, profit sharing, and working with a great international team!

The first 90 days will be considered a probationary period to ensure fit, skills and expertise.

## 6.0 To Apply:

*If you are looking for a career opportunity with security, stability, and long-term possibilities, please email us at [jobs@on-the-mark.com](mailto:jobs@on-the-mark.com) the following:*

1. A cover letter highlighting how your experience fits with our needs.
2. Your resume.
3. Four-to-five recent professional references.
4. Three different work samples highlighting your expertise based on our stated job requirements and responsibilities listed above.
5. A salary history

**~ Incomplete applications will not be considered ~**