

Director of Finance

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.

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

Required Skills & Experience:

- 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