

ASSISTANT CONTROLLER
New York, NY - Full Time

THE CLIENT:

An award-winning, fully integrated advertising agency with unparalleled expertise across the arts & entertainment, leisure, travel, retail, and tourism sectors. With a focus on creativity, innovation, and consumer experiences, who has a proven record of delivering cross-platform campaigns that get results for new brands and iconic institutions alike.

Reporting to the Chief Financial Officer, the Assistant Controller is a full-time exempt position that is based in New York City.

WHAT YOU'LL DO:

- Take full responsibility for the general ledger month-end close and presentation of the balance sheet and income statement results to the CFO.
- Prepare G/L entries and reconciliations for month-end close; review G/L for accuracy, reclassifications if needed, and completeness.
- Prepare and maintain accounting schedules as needed.
- Prepare and file sales tax as required.
- Create and send client invoices weekly, or as needed
- Review client WIP and accrued accounts weekly
- Review client budgets and ensure all items were billed
- Conduct weekly billing meetings with Client Account Directors and Supervisors.
- Assist with the preparation of monthly sales forecasts.
- Accurately and timely prepare management reports.
- Assist with financial oversight of operations, including engaging in ongoing analysis for cost reduction, and working with staff members to resolve billing inquiries or budget questions.
- Perform other duties as assigned.

WHO THEY ARE LOOKING FOR:

- 5+ years in Accounting or related role (ideally servicing the entertainment industry).
- Bachelor's Degree or higher in Accounting or related discipline.
- Strong understanding of accounting theory.
- Intermediate level knowledge of all accounting functions and related internal controls, including A/R, A/P, fixed assets, and inventory.
- Good knowledge of GAAP and willingness to research and resolve accounting application.
- Strong analytical and auditing skills, with ability to research and reconcile complex accounts.
- Ability to work collaboratively with all levels of employees, management, and external agencies to maximize performance, creativity, problem-solving, and results.
- Ability to work proactively and independently, as well as a member of a team.

WHATS ON OFFER:

- A competitive salary between \$85,000 - \$100,000, commensurate on market and experience
- Full medical, dental, and vision insurance.
- A generous PTO entitlement, including:
 - 20 days vacation per year
 - 3 personal/mental health days
 - 13 paid public holidays
 - 5 paid sick days
 - half-day Summer Fridays
- Flexible 40-hour week built around core hours M-F 10AM-5PM
- Hybrid position: minimum three days per week in office.