

IMPRINT PROJECTS

Is looking for a Controller

Full-time, New York

Our company develops innovative brand platforms for marketing and communications. We work as artists, designers and curators in partnership with non-profits, businesses and communities.

We are seeking a Controller to manage the business. Candidate must have a proven record of success balancing fast-paced professionalism with the happy challenge of finance alongside truly creative projects and smart, sensitive people. Experience may similar roles held within fashion / art / design, event planning and media production.

We want you to love what you're doing, so a passion for technology, music, film, design, art, fashion, or social activism is a must.

RESPONSIBILITIES

- ▶ Oversee accounting processes
- ▶ Facilitate monthly project review meetings with Account Leads to evaluate past and future progress and identify recoverable costs, write-offs, and final project revenue
- ▶ Implementation and review of systems and internal controls; assist in team training
- ▶ Prepare annual forecast and assist with annual goal planning
- ▶ Analyze and present month end reporting to President and Managing Director
- ▶ Administer company policies and benefits as requested by the Managing Director
- ▶ Perform year-end close and prepare books for CPA review

SKILLS & EXPERIENCES

- ▶ 3+ years of related professional experience at an advertising or marketing agency
- ▶ Proven success as a manager and a team-builder
- ▶ Self-starter, organized, flexible and willing to learn
- ▶ Excellent written, oral and presentation skills
- ▶ Strong general ledger skills including month end close, recording journal entries, budget to actual variance analysis, balance sheet account reconciliations, bank reconciliations etc.
- ▶ Demonstrated teamwork and organizational skills as well as the ability to work independently with a high sense of self-motivation
- ▶ Proficient in QuickBooks, Microsoft Word, Excel, Google Docs
- ▶ Experience with task management tools (e.g. QuickBase, Basecamp)

HOW TO APPLY

- ▶ CV, cover letter including salary requirements should be submitted to work@imprintprojects.com
- ▶ Subject Line: Controller - NY