CONTROLLER OR ASSISTANT CONTROLLER

OZY is at a pivotal point in its growth cycle and is searching for a dedicated and proactive Accounting manager. S/he will be responsible for heading accounting and will report into the VP of Finance. S/he will be the go-to advisor for all things accounting related.

What you will do:

- Manage accounting staff (GL Accountant(s)/Supervisor(s), AP, AR, Payroll)
- Ensure the monthly close cycle is completed accurately and in a timely manner
- Prepare, review, and reconcile cash receipts, deposits, accounts receivable, cash disbursements, and accounts payable; this includes monthly close and reconciliations
- Prepare and review bank reconciliations, trial balances, general ledgers, and other balance sheet account reconciliations
- Accounts receivable and cash collection
- Maintain knowledge of cash account balances and ascertain if funds are able to meet anticipated expenses in the near future
- Proactively work with the Accounts Payable Specialist to ensure accuracy and consistency with coding of expenses; help manage AP, Accruals, and Expense Reimbursement Processes
- Review and audit employee expense reports for reimbursement
- Research and respond to vendor and internal inquiries
- Monthly financial reporting, analysis and KPI reporting related to Ozy’s ongoing business activities
- Create and implement scalable processes, policies and internal controls across various revenue, expense and balance sheet account activities
- Leverage system tools (NetSuite) and process improvements to drive efficiencies across monthly close and other financial processes
- Research and apply technical accounting principles to complex revenue and expense transactions
- Work with external audit and tax specialists on various aspects of year-end audit requirements and statutory tax reporting requirements

Qualifications:

- Minimum 6 years of Accounting experience, 2+ years of Accounting experience at a start-up
- Bachelor’s Degree in Accounting or Finance; CPA
- Tier 1 ERP
- Strong analytical skills, data analysis, and problem-solving abilities
- Strong organizational skills and attention to detail
- Deep down willingness to be an owner and do whatever it takes to get the job done
- Emergent leadership style; intellectual humility (ability to learn.)
- Collaborative communication style, able to work effectively with people from a wide variety of cultures, utilizing strong written and oral communication skills
- Inclination to communicate and build consensus; confident and assertive, yet diplomatic and professional
- Self-starting personality; ability to prioritize and manage multiple responsibilities and personalities simultaneously. Strong drive and great work ethic
- Comfortable in a startup environment, wearing multiple hats and adjusting priorities as the business evolves. Ability to multi-task in a fast-paced environment
- Entrepreneurial, creative and innovative
- A positive attitude, personal integrity, discretion and candor; adaptable and flexible
- Ability to make things happen with minimal supervision
- Managerial experience a plus

About OZY:

OZY is a bold and colorful multi-platform / culture publication, crafted to inspire and engage the intellectually curious. Our mission is to uncover stories about people, places, trends, technology and ideas that are not yet being talked about elsewhere and challenge the status quo. OZY strives to be smart, provocative, global, ahead of the curve and utterly delicious. We not only catch you up on yesterday’s news, but also vault you ahead so you’re the first to know about tomorrow’s brightest stars, trends, and ideas. Three years in, we reach more than 25M people a month – across web, events, and television.

To apply please email a brief cover note and CV, with the reference “Financial Controller” in the subject line to: Jobs@ozy.com. We look forward to hearing from you! If you do not hear back from us within one month of sending us your resume then we could not find the right fit for you at this time. Thank you and we wish you success in your career.