Finance Officer Job Description

Looking for an all-round finance manager? This job description includes overseeing all finance operations, FP&A, balance sheet reconciliation and more.

Job Title: Finance Officer/Manager

Location: Boston Preferred

Term: Full-1me

Salary: Based on Candidate Experience

Reports to: Head of Company Payments US

About us

Company Payments is part of the Banking Circle ecosystem, a 500+ person Payments Bank for financial institutions. We operate as an independent affiliate of Banking Circle and whilst we are separate companies, together we deliver an unrivalled scope of financial services and payments solutions for businesses.

About the role

As a Finance Account Specialist, your responsibilities will include overseeing end-to-end finance operations, financial planning and analysis, balance sheet reconciliations, looking to make improvements to procedures and controls, as well as ad-hoc projects and requests as and when they come up.

Responsibilities

- Ensure daily postings and reconciliations for Company Payments (USA) are processed in the Xero accounting platform.
- Manage client invoicing and collection of accounts receivables.
- Manage supplier payments and accounts payable reconciliations in a timely manner.
- Reconciliations of VISA DPS data to invoice and resolving queries in a timely manner.
- Management of Company Payments (USA) daily liquidity.
- Investigate and address in a timely manner any financial queries and issues related to transactions from our merchants and business partners.
- Produce timely and accurate reporting of Company Payments (USA) monthly income statements, balance sheet, cash flow and KPI information for the Group Finance Manager.

- Liaise with Company Payments (USA) auditors in the preparations of financial statements.
- Timely Reporting and settlements of local state taxes.
- Implement and document procedures to improve financial and business processes and controls.
- Assist Company Payments (USA) local management in the day to day management of the business.
- Assist Company Payments Group Finance with ad-hoc requests.

Requirement

Essen2al (Need to have)

- Proven work experience as a Finance Officer or similar role
- Solid knowledge of financial and accounting procedures
- Experience using financial so2ware
- Advanced MS Excel skills
- Knowledge of financial regulations
- Excellent analytical and numerical skills
- Sharp me management skills
- Strong ethics, with an ability to manage confidential data
- BSc degree in Finance, Accounting or Economics
- Professional qualifications as a CFA/CPA is considered a plus
- Working in a team environment

Desirable (Nice to have)

- Experience in Payments / Payment Card Solutions

What we offer:

- Leave: 15 days of paid vacation leave per year for the first two years and 20 days thereafter. Paid me off is additional to sick days, eight specified public holidays and days that the company does not operate
- 401K: You will be eligible to participate in the Company Payments (USA) Inc. program three months a2er your star2ng date.
- Healthcare, Vision and Dental Plans
- Long term and Short term Disability

Make a difference:

This is an opportunity to be part of responsible professional environment. It's important to us to hire the right people and craft2 roles that work. Our core values are:

- **Equality**: We strive to create a workplace that reflects the diverse communities we serve and where everyone feels empowered to bring their full, authentic selves to work.

- **Teamwork:** The strength of our team does not only lie in our combined experience and expertise but our ability to trust each other, no ma3er what. We understand that our best work is not produced by individuals but by enjoying collaboration as a team and supporting each other every day.
- **Quality:** We provide award-winning solutions and unsurpassed service that, together, deliver premium value to our customers.
- **Innova3on:** Redefining the standard of excellence is in everything we do. Therefore, we are open to ideas that challenge the conventional views and drive innovation. The only constant in life is change and we believe that in order to stay relevant we must continuously improve and evolve with the changing needs of society.
- **Trust**: We strive to act in a manner that builds trust with our team, clients, business partners, and other stakeholders. We firmly believe that actions speak louder than words and transparency is key.