

Job Posting: Accounting & Finance Manager / Controller – Woburn MA

Position Location: In Office, Woburn MA

Interested candidates, please submit your cover letter and resume to: admingroup@lovebeautypro.com

Company Websites: <https://lovebeautypro.com/> <https://plasmaconcepts.com/>

Overview:

This position would be an addition to our current team. You would be joining our already established & seasoned team of employees.

- Opportunity to get in on the ground floor of a fast-growing company in the high demand medical aesthetics industry! Fun and fast-paced environment with unlimited career & growth potential. Work alongside company founders and be able to make a difference in the growth of the organization.
- Our company provides business-to-business aesthetics distribution and advanced clinical training. We are in the medical skin care industry selling wholesale professional skin care treatment products and devices to licensed professionals (including physicians, plastic surgeons & dermatologist practices, nurses, aestheticians, medical spas).

Are you interested in driving change, bringing new products to market and problem solving? Do you want to work with a growing company and have an immediate impact? We want you to join us!

We are looking for great additions to our team, please apply even if you do not fit all the listed criteria.

The ideal Accounting & Finance Manager/Controller candidate is confident with high integrity coupled with a customer-centric attitude, strong work ethic, team player and works well under pressure.

About you:

- Highly organized, detail oriented and self-motivated
- Passionate about precision, details and organization
- Energized by problem solving
- Thrives in a fast paced, task switching and collaborative environment
- Love puzzles and figuring out how disparate parts fit together
- Eager to learn
- Communicates well
- Has a positive and optimistic personality - no problem is too big
- Not content with the status quo and will consistently work toward improvement

About us:

- Rapidly growing Boston-based company who is disrupting the medical device and beauty industry. We provide distribution services for the medical skin care industry selling wholesale professional treatment supplies and equipment
- The Finance team plays a key role in budgeting, accounting, HR, forecasting and planning. This group is vital in driving Plasma's growth
- A meritocracy that drives everyone to improve and collaborate
- We have a collaborative and diverse team and pride ourselves on having an intellectually safe culture

What you will do:

- Accounts Payable/Accounts Receivable
 - Manage the AP/AR process, ensuring all payments and wires are completed timely and accurately
 - Ensure all payments and cash transactions are recorded correctly in QB's
 - Work with customer service on refunds, disputes etc.
 - Oversight/review merchant service batch credit card payments
 - Point person for financed sales
- Cash Management/Financials/Budgeting
 - Update weekly cash and budget models for presentation to management

- Analyze P&L statements ensuring all revenue and expenses are allocated properly
- Ensure all transactions have been recorded in QB's general ledger
- Ensure all bank accounts are reconciled
- Review month-to-date Balance Sheet
- Point person for all external financial computer software
- Manage company payments for management fees, rent, etc.
- Commissions
 - Review final monthly commission reports and approve for disbursement
 - Initiate ACH payments to individual sales reps
- Corporate Credit Cards
 - Ensure all transactions have been recorded in QB's general ledger
 - Authorize large company purchases
- Corporate Recordkeeping
 - Internal and external company agreements
 - Corporate tax returns
 - Corporate annual reports for all business entities
 - Bank statements
 - Business certificates
 - FDA
 - Payroll and 401K records
 - Operating agreements
 - Business loans
 - Trademark
 - W-9's
- Insurance
 - Negotiate renewal
 - Responsible for record keeping of all policies and certificates of insurance
 - Responsible for all insurance audits (workers comp, liability)
- Merchant Services
 - Point person for all company merchant service accounts
 - Analyze monthly statements, enter fees, perform account audit annually to see if we qualify for a rate reduction
- Payroll/HR
 - Review timesheets
 - Process bi-weekly and semi-monthly payroll
 - Confirm all employee time off has been entered and approved in Insperity

- Onboard all employees
- 401K plan administrator

We realize you may not match all of these items, which is why we are looking for great people. This is an opportunity for a candidate to learn and contribute immediately and have an opportunity to grow both the company and as an individual.

Required Qualifications/Skills/Education:

- Bachelor's Degree in Accounting or Finance
- MBA preferred
- Minimum 7 years' experience in accounting/finance
- Proficiency with QuickBooks Desktop
- Knowledge of database and general ledger accounting computer application systems to supply accurate financial information under tight deadlines
- Small company experience
- Manic attention to detail
- Excellent written and verbal communication skills
- Proficient in the use of Microsoft Office Suite with strong Excel skills
- Manipulate Excel spreadsheets to produce actionable insights
- A strong work ethic, positive "can-do" attitude
- Goal-oriented and able to meet aggressive deadlines
- Fast paced problem solver
- Ability to learn and think quickly and be a self-starter