JOB DESCRIPTION

**Job Title:** New Ventures Accounting & Finance Manager **Date:** 1/28/2019

**Location:** Indianapolis **Department:** Finance & Accounting

**Job Summary:**

The New Ventures Accounting & Finance Manager will report to the Corporate Controller of The Heritage Group (THG) and be part of several new ventures/start up teams. This position will be responsible for the accounting of new startup companies, financial analysis and reporting to management and key stakeholders. As the New Ventures Accounting & Finance Manager you will be able to leverage certain corporate functions such as AP/AR, payroll and treasury functions. This individual should be familiar with GAAP financial statements, budgeting, cash burn and forecasting/modeling to support the start-up’s financial needs. Long-term this individual’s responsibilities will grow as the company matures which could include promotion to controller and possibly being spun out as a separate standalone financial division.

**Functions and Responsibilities:**

* Prepare detailed annual financial budgets, monthly financials and forecasts
* Determine financial status by comparing and analyzing results and variances; identifying trends and recommending actions
* Partner with start-up’s management team to support the company as its needs and complexity grow
* Financial, analytical, and strategic support on special projects, ad-hoc, and support long-term business needs
* Prepare monthly financial package.
  + Prepare management reports
  + Maintain the general ledger and prepare reconciliations
  + Coordinate the budget process
* Support in preparing high quality, professional, and accurate presentations for management and stakeholders on a timely basis
* Communicate with management and stakeholders in a clear and concise manner.

**Qualifications:**

* Bachelor’s degree in Accounting, Finance, Economics or equivalent work experience.
* 3-5 years of relevant experience in accounting and or finance
* Excellent organizational, time management skills and multi-tasking ability
* Effective communication skills
* Great Plains Experience is a plus