



# STATUS PLUS

**Job title:** Financial Manager/Controller  
**Starting Date:** March 2017  
**Hours per week:** 40 (5 days/week, Mo-Fri 9:00-5:30)  
**Location:** Wormerveer, NH, The Netherlands

## Company information

Status Plus is an international association & event management company and provider for outsourcing services with offices in Minnesota and in The Netherlands. For 25 years, we have been focusing on providing high-end management services to a select range of clients. We have a vast experience and impeccable ethics in managing (inter)national associations and a proven global track record in the successful planning and execution of numerous conferences, symposia, meetings and events around the world. We are looking for candidates that will perform financial management & controller activities for a select number of our US based and international association clients.

## Position

The Financial Manager/Controller is responsible for the accounting operations of both Status Plus as well as for a selection of its non-profit clients. He/she produces periodic financial reports/statements, maintains adequate systems of accounting records, and develops a comprehensive set of controls and budgets designed to mitigate risk and to enhance the accuracy of the reported financial results. He/she makes sure that all reported results comply with generally accepted accounting principles and/or international financial reporting standards.

## Principal Accountabilities

- Oversee corporate accounting operations as well as those for up to 15 non-profit clients;
- Monitors and reconciles bank accounts and processes bank account transfers and checks;
- Reconciles accounts receivable/payable and researches payments;
- Identifies and records income and expenses by accounting periods and follows accounting schedules by preparing accruals, prepaid schedules, or receivables schedules in a timely manner;
- Answers accounting and financial questions by researching and interpreting data;
- Assists management in the preparation of annual operating budgets;
- Identifies opportunities to streamline processes to ensure accuracy and timeliness and makes recommendations to management;
- Communicates with management, Board members, developers and/or bank representatives, as needed;
- Prepares individual association books for end-of-year closing together with the clients' CPA's;
- Prepares and reviews association financial statements, P&L variances, bank reconciliations in close cooperation with client teams and CPA and in accordance with regulations for non-profit organizations;
- Interact with the client teams to answer questions about the financial statements and explain accounting procedures;
- Interact with client board members upon request to answer questions about the financial statements and explain accounting procedures;
- Supervise the audit/review process for clients together with client teams and finance committees and act as a liaison to client auditors during the annual review/audit;
- Maintains strong documentation standards and audit trails to support all transactions;
- Assist the administrative staff in tax and other regulatory matters together with CPA and Tax advisors;
- Maintain financial record systems and compliance for cash receipts, AP/AR, journal entry review, financial statement preparation and review, and monthly bank statement reconciliation;
- Ensure timeliness, accuracy and usefulness of financial reporting and related communication;
- Monitor actual finances against approved budgets; present operational metrics internally and externally;



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- Oversee the preparation and approval of all financial reporting materials and metrics;
- Ensure maintenance of appropriate internal controls and financial procedures;
- Attend finance committee and board calls, as necessary, providing financial/accounting support;
- Maintain day-to-day relations with executive management, account executives and client teams;
- Ensure financial policies of client organizations are being followed and adhered to;
- Manage cash flow and forecasts;
- Coordinate the development and monitoring of client budgets and forecasts;
- Supervise and train members of the accounting team, as needed.

### **Qualifications, Experience & Skills**

- Bachelor's degree in Accounting and Finance or similar;
- 5+ years of relevant accounting experience;
- Experience with accounting software;
- Experience in small-firm and/or non-profit accounting is preferred;
- Proficiency with basic computer programming, including the Microsoft Office Suite (Word, Excel, PowerPoint, Outlook)
- You are very organized, have attention to detail, and the ability to multitask;
- Ability to work well in both functional and cross-functional team environments as well as independently;
- Comfortable in changing international environment.

### **Equal opportunity**

Status Plus is an Equal Opportunity Employer and do not discriminate against any employee or applicant for employment because of race, color, sex, age, national origin, religion, sexual orientation, gender identity, status as a veteran, and basis of disability or any other federal, state or local protected class.

### **Contact information and Applications**

For more information please contact David Casalod, phone +31 (0)75 637-6370. Applicants should send a letter of interest indicating why they are ideally qualified for the position and a full CV. Shortlisted candidates will be contacted in the course of the selection process.