

Finance & Office Assistant (Part-Time) in New York City

Summary

We are looking for a Finance & Office Assistant, 20 hours a week to contribute to and support our operations in the US.

You will support the management in financial and administrative matters and be responsible for collecting, recording, sorting and maintaining information and data files for internal and external financial audit.

Your tasks

- Prepare month end closing, working closely with our Tax Consultant
- Process and track accounts payable and purchasing transactions (e.g. invoices, travel expenses, reimbursements)
- Handle billing, monitor and manage outstanding accounts and collection efforts
- Process tax returns and tax payments, follow up with Federal and State tax notices
- File reports and obtain business licenses
- Enroll new employees into payroll system, maintain and update employee information in the HRIS
- Support management in recruiting and onboarding of new employees
- Organize and coordinate internal events
- General office management duties, including purchasing supplies and managing inventory
- Interface with Improve's headquarter in Austria and report analysis and findings to management team

Your profile

- +2 year professional experience in a similar position
- Bachelor's degree required, preferably in finance, accounting, or business administration
- Proficiency in Excel
- Strong organizational skills and precise working methods, a high degree of autonomy in the daily work routine
- Ability to exercise discretion when managing confidential information
- Ability to work with interruptions in a fast-paced, intercultural environment.
- Multiple language abilities a plus, fluency in English required

Company Summary

We are a boutique digital growth firm with the mission of becoming the first point of contact for digital challenges and the most trustworthy business in the industry. Our Engagement Teams facilitate digital growth with more than 200 projects worldwide - from Fortune 50 companies such as P&G to high-growth startups as Thumbtack.

We work with passion and a commitment to our shared values. It is our joint task to make it possible for people to find useful and relevant information that inspires, broadens their horizons and adds value to their daily lives.

Our teams go above and beyond to get things done. With projects in more than 60 countries, it sometimes means traveling halfway around the world and diving into different languages, countries, and cultures - from Sydney to Singapore, from Buenos Aires to Barcelona.

A small, highly skilled, diverse and international team of 50+ professionals makes this possible. Our team members are native speakers of English, German, Spanish, Russian, Italian, Portuguese, French, Hungarian, Polish and Swedish. Our backgrounds are as diverse as Google Engineers, PWC Consultants, CEOs of billion-Dollar-companies, Rocket Internet growth hackers and Investment Bankers. Our team is based in New York, Vienna and Madrid.

Founded in 2009, we are highly successful in Europe. Due to high demand, we are now expanding to the United States.

Benefits

Improve is a young, ever-growing SEO company where nothing is carved in stone. Together with the Co-founders, Head of Consulting, Head of Sales and our Account Managers, you guide Improve's next direction.

- 20 days paid time off per year in addition to public holidays
- Comprehensive Health insurance paid by the company
- 401k Plan
- 5 sick days
- Flexible working hours