

About Serendipity Labs, Inc.

Come be a part of something great! As businesses return to a new way to work, Serendipity Labs Coworking is developing a national network of upscale workplace communities to meet the needs of companies of the future.

We are growing quickly! With multiple Labs currently open and over 120 in the pipeline, our flexible membership plans allow Members to work, meet and innovate in our inspirational settings in urban and suburban locations across the country. From coast to coast, one of our locations awaits you!

Assistant Controller – Full Time

Objective:

- Build the team! Leader within the accounting and finance team, ensuring financial processes and internal controls are adhered to, refined, and developed for maximum integrity of financial statements for all affiliate and managed entities
- Utilize strengths of your team to create a best-in-class accounting function. You know what that looks like, so come and do it! Scale up the team alongside the business.

Key Accountabilities:

- Manage, mentor, and develop a growing accounting function (initially 2 direct reports; soon to be more)
- Ownership of Location Accounting and Billing / Invoicing, Accounts Receivable, Accounts Payable, Fixed Assets, Sales Tax
- Ensure that each entity is fully compliant with local licenses, taxes, and insurances
- Prepare accurate, fully reconciled, and timely financial statements, business reports
- Presentation and communication of said reports, statements and forecasts to business partners and regional field management
- Ensure that company financial records are maintained in compliance with company policies and US GAAP
- Creation and maintenance of standard operating policies for the field teams related to revenue and expense management
- Streamline accounting and reporting processes in order to scale network
- Assist with ad hoc projects and additional duties as required

Essential Knowledge, Skills, and Abilities:

- 1) At least seven years accounting/finance experience, at least three of which have been in the role of Sr. Accountant/Assistant Controller
- 2) Experience of operating within multi-entity organizations
- 3) Experience of operating within a franchise and/or management service organization is preferred
- 4) Excellent mathematical, communication and MS Excel skills
- 5) Knowledge of Sage Intacct strongly preferred

Why Work Here?

- 1) Competitive salary and benefits
- 2) Fun, innovative, entrepreneurial team
- 3) Flexible working conditions
- 4) Tons of room for advancement within the organization