



About Our Company

buzzback is a privately held high-tech market research firm headquartered in Manhattan. Our company has a reputation among our clients as being innovative, able to break through marketing challenges, and grasp new opportunities for them. What sets us apart from other innovation & research firms is our ability to connect clients to consumers world-wide by using image-driven and a language-rich approach.

From our employees' perspective, we were named one of the top 100 companies to work for in New York City for 3 years in a row. Buzzback excels when it comes to valuing and recognizing our employees and their potential. We have a very flexible hybrid working environment, with a combination of in-office and remote working standards. The Company provides excellent benefits, opportunities to contribute to quarterly town hall meetings, and activities to celebrate employees and foster comradery amongst the staff.

buzzback celebrated twenty years in business in April 2020. Our CEO and senior leadership team are approachable and accessible; committed to developing employees and helping them succeed.

With our client relationships, cutting edge tools and employee empowerment buzzback is looking to expand its growth strategy.

Senior Accountant Job Description

Buzzback is looking for a highly motivated and analytical experienced Senior Accountant to join our New York based team. You will collaborate closely with the CFO and senior leadership to execute all finance and accounting activities in a highly dynamic, fast-paced environment.

Responsibilities:

- Day-to-day management of our QuickBooks Online Accounting platform, proactively handling all aspects of the company's finances, including bookkeeping, account reconciliations, banking/treasury functions, accounts payable, accounts receivable, client billing, and general ledger activities.
- Manage and oversee the day-to-day financial operations of the organization while coordinating third party providers for billing, AP, Payroll, 401(k) administration, benefits, independent CPAs in the US and UK.

- Prepare and analyze commission reports, management reports, financial statements and ad-hoc reports to provide accurate and timely financial information to CEO, CFO and cross functional teams.
- Manage the Company's closing and US/UK consolidation reporting process, with oversight from CFO.
- Collaborate with cross-functional teams, including project managers and sales teams, to provide financial guidance and support for project pricing, budget , and key KPI and other profitability analysis.
- Assist leadership with new system implementations and integrations to support company growth.
- Work closely with senior leadership to manage the financial planning and budgeting processes and prepare annual projections/forecast including preparation of variance analysis and management commentary.
- Implement effective financial policies, procedures, and internal controls to safeguard company assets and mitigate financial risks.

Qualifications – Successful candidates possess:

- Bachelor's degree or equivalent preferred, MBA a plus
- At least 5+ years of operational accounting experience; agency experience a plus
- Experience with QuickBooks required, NetSuite, Sage or other small business accounting software a plus
- Proficient in Excel, PowerPoint, experience with other technology tools a plus
- Demonstrated strong analytical skills and attention to detail
- Experience with both services/consulting and SaaS business models a plus, including Agency Revenue Billing and other client finance metrics a plus
- Experience in marketing or research sector a plus
- Strong preference for candidates with accounting or finance background, especially in tech or marketing sector
- Strong attention to detail and accuracy
- Ability to multi-task and prioritize in a fast-paced, deadline-driven environment
- Excellent communication and interpersonal skills

buzzback has a competitive employment opportunity including:

- Salary Range \$100,000 - \$120,000, commensurate with experience
- Career advancement (based on achievement) in a fast-growing company
- Key benefits shown below

This position is ideally in the NY area, but not required. buzzback is an Equal Opportunity Employer

Ready. Set. Grow!

Our Commitment to Helping You Grow at buzzback...



Your Wellness

All buzzback employees are covered 100% for medical, dental & vision on your **first day**. We also offer plans for your family, plus life insurance, short-term disability & even insurance for your pet.



Respite or Time Off

Everyone needs time away to relax, renew & refresh. buzzback provides a generous holiday schedule, plus 4 personal days, 5 sick days, & 10 vacation days as well as the week of Christmas when we're closed. As you grow with us, your time off package grows too!



Work Anywhere

Work from home, our NYC office or your local coffee shop! We support the environment that makes you most productive for where you work. We do everything we can to assist you working from anywhere.



Learn and Grow

Individual growth is important to our culture. We offer tuition reimbursement up to \$2500 per calendar year. You'll also have access to 1000's of sponsored online courses, virtual classrooms, and e-books.



Looking Forward- 401k Benefits

Employees are eligible for our 401K program on your **first day**, with a competitive matching program.



Company Culture

As part of our team, **YOU** are our most important asset. We celebrate you at every opportunity through happiness events, anniversary celebrations, our annual company meeting & our CEO's weekly email.



Ready. Set. Grow!

YOU'll have a stake in our company's growth. Yearly, you may earn a portion of our company profit share. We want to personally acknowledge your hard work is what drives buzzback's growth.