



## Finance and Administration Manager

We are looking for a Finance and Administration Manager who will support the accounting and administration of our growing fintech start up. The ideal candidate will be capable of learning our system with minimal supervision, and is seeking a broad range of activities and learning opportunities. The candidate should be extremely organized and have great time management skills. They will have the opportunity to work closely with members of the executive team on our key financial and administrative business activities.

Successful candidates must be analytical, possess an aptitude for learning and using new software, and be able to communicate clearly and effectively. If you have experience in corporate financial management and administration and a strong desire to become a part of a dynamic team in our growth start up, you may be the perfect person to fill this position.

FlexWage, a leading provider of financial wellness solutions, offers early wage access, which it created and patented in early 2010, planning, budgeting, and financial coaching for employees. Along with key channel partners like Money Network, Green Dot, Fiserv and USBank, we serve employers and deliver FlexWage products to their employees as a financial wellness benefit. Our clients include Alliance Data Systems, Panda Express, RWJBarnabus Health, Wendy's, McDonalds and many more.

Responsibilities include:

- KPI Tracking and Financial Proforma Modeling
- A/R and A/P
- Payroll submission
- Monthly financial reporting and budgeting
- Client invoicing
- HR benefits support
- Contract administration (client and vendor)

Requirements include:

- Bachelor's Degree in Accounting or Finance required or in progress
- 1+ years' experience in a managerial accounting position or equivalent
- Strong technology skills – Excel, accounting software, reporting software
- Good communications and problem-solving skills

Salary and benefits are commensurate with experience.

Contact [info@flexwage.com](mailto:info@flexwage.com).