

PETRA COACH // FINANCE MANAGER

ROLE: PETRA COACH – FINANCE MANAGER [FULL TIME]



IS THIS YOU?

- Do you want to be a bigger fish in a smaller pond? Tired of not being noticed for your contribution?
- Can you meet a deadline? Not just by working long hours but by planning ahead, preparing and producing results?
- Are you organized in such a way that no detail is overlooked – yet flexible enough to fill in gaps that appear?
- Do you have a general working knowledge of business practices – Finance and Accounting (obviously), but also Sales Process, Operations, etc. -or willing to learn fast?
- Are you tech savvy? Not in the Snapchat sense, but in the, 'I know how to build a pivot table that will help us not have to do all this work in the future' sense. *At a minimum the ability to dive in to tech and learn fast without having to be taught.
- Do you possess the ability to relate to people – form a relationship - find a need – fill the need? Can you create connections – both personally and professionally?
- Do you truly care about how finances flow in and out of a business and think about it almost to the point of obsession? (OK, obsession may be strong but you know what I mean)
- Are you willing to fail and willing to learn from the failure and keep going over and over again?
- Do you have inherent “drive” – do you act and not wait to be told all the details? Can take an outcome and figure out the rest?
- Do you see yourself as part of a team and working as a team, but OK working by yourself?
- Do you have 3-5 years staff accountant experience but you are looking for something different, something more?
- Have you worked in an entrepreneurial environment or other small business? Are you nimble and able to adapt quickly?

WHAT WE DO:

1. Define clear and measurable plans for teams across North America and Western Europe
2. Implement systems to ensure those plans get done
3. Build cultures of purpose, alignment and accountability - and have fun doing it!

WHY WE DO IT // OUR PURPOSE:

We believe we exist to Change Lives 3 Layers Deep – The **HEAD**, The **HEART**, The **SOUL**.
Change people in positive ways so that they can change people in positive ways.

~10Mhb

The Petra Coach foundational structure is built on the purpose of ensuring we are serving first. Have a 'POSITIVE IMPACT ON 10,000 ,000 HUMAN BEINGS!'

HOW WE DO IT // OUR VALUES:

How we behave with each other, with our members, with our community – with ourselves

- There is no TRY – only DO!
- I've got your Back – no matter what!
- Please and Thank You – say it and mean it!
- Everything an Experience – every time!
- See around the curves – anticipate needs and pre-fill them!
- Be Curious – ask why and improve!



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WHAT YOU WILL BE DOING - AMONG OTHER THINGS:

- Working directly with software tools to manage the day-to-day as well as the bigger financial picture (i.e. Quickbooks, Expensify, Excel)
- Oversight and management of all accounts payable and account receivable (ensuring that we pay our bills correctly and that we collect our invoices correctly)
- Oversight and management of expenses, both within the business needs as well as with our contractors (collecting, posting and invoicing)
- Bank and Credit Card reconciliations (coding as well and ensuring finances are being spent wisely)
- Preparation of monthly, quarterly and year-end financials and working directly with our CPA to assist in monthly reporting calls as tax management
- Weekly bookkeeping and collection of any outstanding AR
- Preparation and management of commission distribution and payment to contractors and referral partners
- Leadership team data reporting and target updates to help us know what we don't know and make better decisions
- Continual connection to manage our important relationships (banking, insurance, benefits, financial advisors) – don't worry, we will help with this
- Always seeing around the curve to find a better price, agreement or vendor to grow with our growing company
- Lastly – Have fun! If it's not fun for you, it's not worth it. Let's build a company that changes lives globally – together.

NEXT STEPS:

If you're interested in changing lives with us and think you have what it takes – apply today at the link below!

<http://petracoach.com/now-hiring>

"If you don't like change, you'll like irrelevance even less."

PETRA COACH | 888.330.1020 | www.petracoach.com

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