

Accounting & Human Resource Manager

Location – New York, NY Hybrid



SPS by Bain & Company, an award-winning provider of market intelligence for the M&A community, is seeking a **Accounting & Human Resource Manager**. We help our private equity, corporate development, lender, and advisory clients navigate the competitive and opaque world of M&A deal origination to prioritize relationships, streamline internal processes, and improve their firm's overall performance.

You may be a great fit if:

- You have experience in General Accounting with strong working knowledge of GAAP and general Human Resource knowledge.
- You have a strong attention to detail and enjoy wearing multiple hats common in a small company.
- You have a positive attitude, are curious and flexible when daily priorities change.
- You are willing to go the extra mile in your work and enjoy taking ownership.
- You thrive on being a team player.
- You want to work with great people who genuinely care about your professional growth.

Key Responsibilities & Objectives

- Support the CFO with financial reporting and analysis, KPI tracking and reporting, preparing and/or reviewing appropriate ledger entries, account and bank reconciliation
- Other activities including review and processing T and E reports, preparing client invoicing, Accounts Receivables and collections, and Budget preparation and analysis.
- Lead recruiting, employee retention activities, employee orientation, employee benefits administration and research appropriate employee training tools and or program.
- Ensure Employee Handbook is kept up to date, assist in the annual review process and compensation analysis, and oversee exit interviews.
- General office support including office administrative management.

Required Skills & Experience

- 2-5 years' experience in a general accounting and/or FP&A
- Basic HR experience
- Proficiency in Microsoft Office, particularly Excel (VLOOKUP, Pivot Tables, etc.) PowerPoint, and Outlook
- Self-motivation, the ability to multi-task and the drive to exceed others expectations.
- Possess excellent verbal and written communication skills with strong attention to detail
- Ability to multi-task and manage multiple projects with little supervision
- Comfortable dealing with multiple departments with different levels
- High degree of organization, efficiency, urgency, and follow through
- Strong collaboration and team working skills
- QuickBooks Online or QuickBooks experience a plus
- Knowledge of the M&A and private equity community a plus
- BS in Accounting or equivalent degree

Compensation

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Based on experience and will consist of base salary, performance bonus, 401K/ match, SPS cost sharing of medical, dental and vision plans along with available Flex Spending Account, Commuter Benefits, Voluntary Life and Long-term Disability Insurance, Wellness perks and more.

SPS employs a hybrid schedule, combining Tuesdays and Wednesdays in-office at our midtown NYC location with work from home option the rest of the week.

All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, protected veteran status, or disability status.

Interested candidates should send a resume and other additional information to: info@suttonplacestrategies.com