

# Job Description

Title: International Accounting Director

Cost Ctr: 904-000

Work Location: Addison, TX

Position Status:  Full-time  Part-time

Division & Department: Corporate Services – Finance & Accounting

Position Reports to: Corporate Controller

## JOB SUMMARY

The International Accounting Director is responsible for managing accounting related activities for all international entities from end to end. This role will oversee all tasks necessary to ensure compliance to local accounting standards, tax reporting requirements and external audits. This position will work closely with the international accounting and tax consultants as well as with the Corporate team based in Addison, TX.

The ideal candidate is a CPA with 4+ years of progressive experience with a blend of Big 4 and private sector experience. The International Accounting Director must be a self-starter with strong work ethic, bring a positive and outgoing personality to the role, and experience in collaborating with domestic and international colleagues.

## SUMMARY OF ESSENTIAL JOB FUNCTIONS

The essential functions listed below are representative of the functions that must be performed in order to satisfactorily fulfill the purpose of this job. Additional functions and duties may be assumed or assigned from time to time.

- Manage/ assist monthly accounting close for international entities with local/outsourced international accountants
- Perform monthly reconciliation process, adhering to the published accounting close and reporting calendar
- Support month end close by reviewing, in some cases preparing, accurate journal entries for international entities
- Implement and ensure compliance to global internal control processes
- Assist in preparing financials, schedules and analyses for tax, audit and other purposes
- Assist in rolling out (and maintaining) the new ERP (SAP byDesign) to international entities
- Partner with other corporate departments (HR, Legal, Tax, etc.) to identify areas for improvement and implement solutions
- Partner with external tax teams to ensure timely filings and compliance
- Partner with a Global Accounting firm to ensure accounting, payroll and tax requirements are managed through their Global Tracking Tool
- Oversee year-end statutory audits for international entities
- Support the Corporate team, as necessary

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- Perform other accounting, financial, or administrative tasks as may be required from time-to-time by the Corporate Controller or CFO.

## KNOWLEDGE, SKILLS AND ABILITIES

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skills and/or abilities required to satisfactorily perform the essential functions of this job.

- Bachelor's degree in Accounting
- Minimum 2 years of audit experience (preferably with Big 4)
- Minimum 2 years of progressive experience as Accounting Manager with medium to large multinational company
- Ability to effectively manage multiple international teams remotely
- In depth knowledge of US Generally Accepted Accounting Principles and IFRS
- Highly analytical, detail oriented and strong business sense; proven ability to manage new ideas and creative solutions
- Excellent interpersonal, oral and written communication skills, including ability to communicate proficiently with all levels of Management
- Self-starter, motivated, reliable and strategic thinker
- CPA, a plus
- SAP experience, a plus

## WORK REQUIREMENTS

The work environment characteristics are representative of those an employee encounters while performing the described job. Authentix is committed to complying with all applicable provisions of the Americans with Disabilities Act (ADA), the ADA Amendments of 2008 and all applicable state and local laws concerning disability accommodation. Reasonable accommodations will be provided to individuals with known physical or mental disabilities if such accommodation would not impose an undue hardship on the company, and would enable the individual to apply for, or perform, the essential functions of the position in question.

Environment: Work is performed primarily in a standard office environment. Employees may work under the stress of regular interdepartmental interaction and pressure to meet multiple deadlines.

Physical: Essential functions require sufficient physical ability and mobility to work in an office setting. While performing the duties of this job, the employee is frequently required to stand and/or sit for prolonged periods of time; must be able to hear and verbally communicate in order to exchange information in person or over the phone; to occasionally stoop, bend, kneel, crouch, reach and twist; to lift, carry, push and/or pull up to 25 pounds of weight; to operate office equipment requiring repetitive hand movement; to occasionally travel to other locations using various modes of private or commercial transportation.

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## **NOTIFICATION**

This Job Description is intended to describe the general nature and level of work being performed by people assigned to this job and is not considered an exhaustive list of all responsibilities, duties and required skills. This Job Description does not constitute an offer of employment. The employment relationship between the Company and its employees is “At-Will” and based on mutual consent. Authentix, Inc. is an Equal Opportunity Employer.