

Job Description

Title: Finance Manager

Cost Ctr: TBD-902

Work Location: Islamabad, Pakistan, TX

Position Status: Full-time Part-time

Division & Department: Finance and Accounting

Position Reports to: VP, Corporate Controller

COMPANY VALUES

All Authentix employees are expected to embrace our Company values in the performance of their respective tasks and duties.

Always with *integrity*.....Authentixians value:

- Dedicating ourselves to our customer's success
- Competing and winning with integrity
- Creating innovative solutions with science and technology
- Teaming and collaborating with accountability

JOB SUMMARY

The Finance Manager is responsible for managing finance-related activities for the entity in Pakistan. This role will oversee all tasks necessary to ensure compliance to local accounting standards, tax reporting requirements, forecasting, treasury and external audits. This position will work closely with an external accounting and tax support team from RSM Pakistan and with the Corporate Finance and Accounting team based in Addison, Texas.

The ideal candidate is a Chartered Accountant with 5+ years of progressive experience with a blend of Big 4 public accounting and private sector experiences. The Finance Manager 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 and monitor day-to-day financial operations, monthly accounting close process, tax, payroll, accounts receivable, accounts payable, inventory, treasury and certain financial reporting functions, with the support of a team from RSM Pakistan
- Adhere to the published accounting close and reporting calendar
- Implement and ensure compliance to Authentix' company-wide accounting policies and procedures
- Assist in preparing monthly financials, schedules and analyses for tax, audit and other purposes

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- Support budgeting and forecasting requirements by the Corporate Finance Team, including tracking of capital spending
- Ensure accounting, payroll and tax requirements are managed and reported through RSM's Global Tracking Tool
- Ensure compliance with all applicable laws, rules and regulations
- Build trusted relationships with key stakeholders, Finance & Accounting Team, RSM Pakistan, and foster appropriate interaction with the business to help achieve financial goals and improve profitability
- Perform other accounting, financial, or administrative tasks as may be required from time-to-time by the VP, 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 required
- MBA or Masters Degree in Finance/Accounting, preferred but not required
- Minimum 3 years of audit experience (preferably with Big 4)
- Minimum 2 years of experience as Finance or Accounting Manager
- Functional understanding of general accounting processes, invoicing, inventory, treasury and revenue recognition
- Experience working in a multi-national and multi-cultural environment required
- Ability to effectively communicate and coordinate with remote/international teams, including consultants
- In depth knowledge of the financial reporting requirements per Companies Act, 2017
- Working knowledge of US Generally Accepted Accounting Principles
- Highly analytical, detail-oriented, and strong business sense
- Excellent interpersonal, oral and written communication skills, including ability to communicate proficiently with all levels of Management, consultants and others
- Self-starter, motivated, reliable, strategic thinker and outgoing with strong work ethic
- Highest level of integrity and ability to handle highly confidential information
- Chartered Accountant or US Certified Public Accountant, required
- Excellent computer skills with advanced experience in Microsoft Excel
- SAP byDesign experience, a plus
- Fluent in Urdu and English

SPECIAL REQUIREMENTS

- Some domestic/international travel required

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WORK REQUIREMENTS

The work environment characteristics are representative of those an employee encounters while performing the 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 various 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.

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.