

Chief Financial Officer – Job Description**Interested Parties Email:** jobs@walrusnyc.com

Title/Description: CFO
Department: Finance
Reports To: CEO and CCO
Location: New York City (and open to remote)

Background: Walrus is an independent media and creative advertising agency with a mission to change the way the world feels about advertising by filling it with ideas that are smart, funny and respect people's time and intelligence. The agency's ability to make ads that people love has translated into business results for brands such as General Mills, Emergen-C (Pfizer), AMC, Amazon, PayPal, Lowes Foods, The Farmer's Dog, NorthWest Arkansas, Staples, and HBO among others.

Summary and Scope of Position:

Chief Financial Officer will be accountable for client related finance matters on a portfolio of clients with focus on growth and profitability. Key responsibilities include compensation/contracts, client profitability reporting and analysis, annual planning & monthly forecast, monthly revenue recognition, client reporting and compliance. The Chief Financial Officer will also be responsible for day to day accounting and client billing for all projects.

Responsibilities:Client Billing

Responsible for the the day to day billing operations activities for all clients. Ensure compliance with company polices and procedures.

Operational:

- + Working closely with payroll company to execute bi-weekly payroll.
- +Onboarding new employees into the Walrus system - managing healthcare payments, 401K contributions, working with leadership to establish salary pay bands, bonus structures, etc, ensuring
- +Working closely with CPA to forecast quarterly tax payment

Client Compensation/Pricing

Oversees project and retainer fee pricing proposals and supports and participates in new and existing client negotiations. Partners with other partners on consolidated compensation proposals.

Contract Management

Partners with Client leads, to review statements of work and master services agreements.
Ensures Agency is in compliance with contractual guidelines for each client including client reporting.
In conjunction with Leadership Team, ensures client contract alignment with Agency best practices.

Forecast/Planning

In partnership with Account leads, develops annual client plan in alignment with Agency strategy and targets.
Supports hiring and freelance decisions for billable positions in partnership with FP&A.

Client Profitability

Leads monthly P&L review meetings with Client Lead Teams.
Presents Agency leadership with analysis of client P&L issues and proposes solutions.
Partners with cross functional leads to develop strategies that drive profitable growth.

Close Process

- +Reviews potential revenue variances and drives resolution of open items to minimize the impact.
- +Reviews monthly journal entries to ensure proper revenue recognition.
- +Develops short term revenue projection updates.

Other

- + Partners with Executive Team to continually develop and enhance financial and accounting operations.
- +Partners with leadership team to develop stronger, Accounting, Reporting, and Process improvements.
- +Participates in new business pitches as needed.

+Provides ad-hoc reporting as needed.

Qualifications

- +Bachelor's degree in Finance or Accounting, Master's degree preferred
- +10+ years of progressive experience
- +Strong leadership skills
- +Effective communication skills
- +Ability to collaborate and work in a team environment
- +Excellent organizational, analytical and problem solving skills
- +Self-motivation to work independently

Benefits:

- +Comprehensive medical, dental, and vision plan for employees and their families.
- +Short-term & optional long-term disability
- +Matching 401K plan through the 4A's
- +Generous vacation, 10 paid holidays, + the week off between Christmas and New Years & the week of Independence Day
- +Casual dress code, office outings, corporate membership to MoMa, daily NYT delivery, the people and much more!