



PASSION | TECHNOLOGY | TRUST

Established in 1965, Renesco has developed from a local Swiss tunnel sealing company to an internationally recognized specialist for the execution of waterproofing and grouting solutions for all kinds of underground, hydraulic, civil and environment structures.

Our services include sheet waterproofing/geomembranes (e.g. PVC, FPO/TPO and HDPE), liquid applied/ sprayed waterproofing, bonding sealing systems for new structures or restoration work. Full service in chemical and cementitious grouting/injection is available inclusive of specialty drilling services.

JUNIOR COMMERCIAL MANAGER (M/F)

Our company has an immediate opening for a self-motivated individual with a strong work ethic to join our team as a junior commercial Manager. In this role you will be expected to be an all-rounder within the finance and administration department. The company has just started business in North America and therefore we are looking for someone who is proactive and willing to organizing the F&A department from the very beginning. The position is based in Virginia and reports to the Renesco Group CFO based in Switzerland.

DUTIES & RESPONSIBILITIES

- Accounting and Finance
 - Preparation, issuing, checking and allocation of incoming and outgoing invoices
 - Coordination of bookkeeping with external provider and/or internal accountant
 - After training – taking over and responsible for the financial and management accounting. Bookkeeping activities
 - Month Closing – lead the month closing procedures and coordinate with technical departments
 - Payments entries at the online banking system and coordination of payment approvals under 4 eyes principle
 - Regular control of outstanding accounts receivable and payable
 - Prepare monthly cash flow projections at project and corporate level
 - Intercompany Invoicing – analyze and prepare monthly invoices between RENESCO affiliates
 - Monthly intercompany reconciliation
 - Year End - coordinate the preparation of financial statements for our US and Canada-affiliates
 - Tax – ensure timely and accurate tax remittances – in coordination with the external tax advisor
 - Develop and maintain standard financial and administrative procedures
- Human resources/Payroll
 - Coordinate work permits/Visas for foreign staff and workers
 - Supervise and manage payroll processing and tax filing activities
 - Timesheets supervision and coordination with payroll – “Paychecks”
- Controlling
 - Prepare monthly, quarterly & yearly financial reporting for parent company
 - Control of accruals and provisions – percentage of completion
 - Develop together with site managers and technical departments the annual budgets and quarterly forecast at project and corporate level
 - Control of fixed assets and inventory/stock

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- Administration
 - Office Management
 - Coordinate IT issues with external provider
 - Keep the cash box
 - Control of out of pocket and travel expenses
 - Control of Credit Cards
- Procurement
 - Procurement -related activities, comparison and choice of suppliers together with the technical team and keeping records of comparison for internal audits
 - Issuing purchase orders
 - Control of delivery notes

QUALIFICATIONS REQUIRED

- Must have
 - Degree in Business Administration or similar commercial qualification. Accounting background needed
 - Relevant work experience in a similar role. At least 3-5 years
 - Experience with accounting and taxes
 - Ability to work independently or in a team environment
 - Ability to deal with confidential issues in a professional manner
 - Excellent written and verbal communication skills
 - Willing to travel –mainly across US and Canada
 - ERP knowledge
 - Willing to be an all-rounder within finance and administration
- Nice to have
 - Experience in construction Industry
 - Experience with Navision
 - Experience with company set up
 - Accounting Qualification such as CPA

This is a full time job, candidates who can only work part-time at this moment but might be able to shift to full time in the next future (ie. Students) are also considered.

Please send any questions or current resume with rate information via e-mail to renesco.USAJobs@renesco.com

Please no third-party inquiries or referrals.

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