

Finance Manager

Reports to:	Chief Financial Officer / VP of Finance
Status:	Full-time, regular
Exempt/Non-exempt:	Exempt, salaried
Incentive Comp:	Eligible
Location:	San Francisco, CA

Coyuchi was founded 25 years ago in Point Reyes Station, a small, rustic town on the Northern California coast. There, surrounded by ocean and forest, beach and bluff, we created a line of home textiles rooted in nature. Our signature bedding, made from 100% certified organic cotton, soon earned a loyal following among people who nurture a connection to the natural world in their lives and in their homes.

With the largest selection of organic cotton bedding and bath linens, Coyuchi is now expanding beyond cotton and beyond textiles, as it rapidly grows towards becoming the internationally recognized source for transforming your home into a natural sanctuary that supports, comforts and rejuvenates — mind, body and spirit.

Coyuchi is a multi-channel retailer with a robust wholesale business, international distribution and direct-to-consumer channels that include Coyuchi.com, a store in Point Reyes Station, CA and The Coyuchi Shop at ABC Home in New York City.

The **Finance Manager** is responsible for all aspects of accounting, financial analysis, month-end close responsibilities, ensuring the internal control environment, maintaining internal reporting including monthly sales reporting and commission calculations, accounts payable, accounts receivable analysis, overseeing government and state filings as well as sales tax reporting through our third party manager, and interfacing with external CPA firm(s) where appropriate.

In addition to finance duties, the Finance Manager acts as HR liaison in coordination with the CFO. Coyuchi has outsourced HR functions to a third party provider, and the finance team acts as a point of contact for HR functions within the company, including new hire onboarding, terminations, and running payroll.

Primary Responsibilities:

- Oversee the accounting organization to ensure the accurate and timely reporting of the Company's financial statements in accordance with generally accepted accounting principles (US GAAP).
- Participate in the preparation and filing of the Company's financial reports and analyses as required by the Board, management, as well as various government agencies including the SEC (if necessary) and various taxing authorities.
- Manage all accounting functions including, but not limited to, accounts receivable, accounts payable, payroll, and credit and collections. Monitor receivables to ensure credit risk is mitigated. Oversee accounts payable function including, but not limited to, compliance with expense reporting, capitalization policy, and purchase order procedures.
- Ensure that the monthly accounting close process is completed on a timely basis.
- Develop, implement, and maintain internal financial processes and controls consistent with Company policies and regulatory guidelines.
- Prepare various internal reporting including weekly report to channel managers of financial and non-financial key performance indicators and weekly/monthly/yearly sales data.

- Ensure compliance with statutory property tax reporting, miscellaneous income reporting for vendors, and information returns to the IRS.
- Participate in the audit process and be the primary liaison with external CPA firm(s).
- Ensure the accurate and timely preparation and filing of all appropriate federal, state and foreign tax returns.

Qualifications

- Bachelor's degree (B.S. or B.A.); advanced degree preferred but not required
- 4+ years progressive experience in accounting and management of accounting functions
- A mix of private company experience and public accounting experience a plus.
- Epicor (or similar ERP accounting systems) experience a very strong plus.
- Ability to work collaboratively throughout the company
- Strong organizational, problem-solving and analytical skills; able to manage and own priorities and workflow.
- Enthusiasm for a rapidly growing environment; ability to manage attendant change
- Comfortable working with a level of ambiguity and developing internal processes to streamline activities.
- Proven leadership and management skills
- Commitment to excellence, including laser focus on accuracy, timeliness and relevance
- Excellent written and verbal communication skills

Expectations

The **Finance Manager** will seek continual education on accounting and finance practices and policies as well as look to further leverage the accounting system for improvements and better data analysis. S/he will be proactive in developing management information systems, identifying and communicating issues and concerns, and maintaining accurate books and records. The successful **Finance Manager** is a self-starter who identifies and implements improvements throughout all company processes. S/he is a team player who models Coyuchi values and represents our values to outside constituents.

Coyuchi is poised for significant growth over the next 5+ years and has made significant investments in talent, resources and strategic brand positioning. This role offers great opportunities to develop and enhance a wide range of skills including FP&A, cost accounting, sales & marketing partnering, finance, cash flow management, corporate accounting and logistics. The candidate will be able to grow their skills in these areas as they develop with the growth of the company.