

CAREER OPPORTUNITY

SENIOR ACCOUNTANT

Office Location | Cambridge, MA

Reputation Institute owns the science of Reputation.

Reputation Institute's RepTrak® methodology is the gold standard in the science of reputation. Reputation Institute helps global companies unlock the power of their reputations for competitive advantage. Reputation Institute has conducted research over the last 15 years on 7,000 companies across 40 countries developing the largest global normative database in the world on reputation management, KPI's, benchmarks, metrics and best practices.

Reputation Institute's research is considered the authoritative source for Corporate Reputation Management by the world's leading publications. Our research been featured in nearly every relevant trade publication, including *The Economist, Forbes, Fortune, Time, Bloomberg, Information Week, Industry Week, Business Week, The Financial Times, Washington Post, NY Times and the Wall Street Journal*. Our analysts frequently appear on media outlets such as NPR, CNBC, FOX Business News, BBC, Sky News, CNN and a multitude of industry webcasts.

SENIOR ACCOUNTANT

The Senior Accountant reports directly to the Director of Finance and is responsible for several areas relating to accounting management and financial analysis and reporting for the US operations of RI. The ideal candidate will have strong communication skills, an analytical mind and meticulous attention to detail. The Senior Accountant role will be a visible one within the office interacting cross-functionally and will require taking initiative and a high-level of ownership over the responsibilities of the position.

Key Responsibilities:

- Analyze balance sheet and income statement accounts to ensure correct posting of entries and department classification
- Prepare month end schedules and journal entries in conjunction with the Staff Accountant
- Review financial statements for accuracy, consistency, and completeness of all relevant information
- Assist with establishing, modifying, documenting, and coordinating implementation of accounting and accounting control procedures that can scale globally
- Communicate cross-functionally to enable financial information to travel quickly throughout organization
- Prepare scheduled and ad hoc reporting
- Support Director of Finance in reporting and analysis projects such as budgeting and forecasting, and gross margin calculations
- Lead year-end tax preparation and assist with providing audit documentation

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PROFESSIONAL QUALIFICATIONS

An ideal candidate will possess:

- Bachelor's degree in accounting or business administration
- 4+ years of directly relevant experience (Staff Accountant and Sr. Accountant roles), preferably in both public and private settings
- Advanced level Excel skills and experience in learning all features and functions of accounting software
- Business partnering experience preferred
- Strong analytical mind with previous experience in preparing analysis and reporting
- Proven track record of resourcefulness and tenacity/follow through in problem-solving
- Ability to be accountable for multiple projects simultaneously
- Excellent communication and interpersonal skills, both verbal and written
- Pro-active approach to improving processes and identifying opportunities for efficiency
- Highly motivated and committed to a high standard of execution and project delivery

EDUCATION

BA/BS in Business with an emphasis in Accounting

COMPENSATION

The Senior Accountant's compensation includes a competitive base salary, annual performance bonus, employer matching 401k program, medical/dental/vision benefits, paid vacation and more.

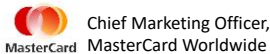
Please address all cover letters and resumes to Tammy Olsen, HR Director,
tolsen@reputationinstitute.com

*Reputation Institute is committed to diversity in the workplace and is an
Equal Opportunity Employer.*

CAREER OPPORTUNITY

Hear what our clients and team say about RI

"Our CEO now utilizes quarterly general-public reputation measures in 15 countries consolidated into a single dashboard to report to our Board. Reputation Institute's framework has helped us understand our stakeholders."



RepTrak®
Trust

"To be ranked among the most reputable companies is a great honor, and a reflection of what our 325,000 team members strive to deliver every day."

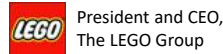


Expertise

Honest

Integrity

"We believe the survey is a great way to measure how we perform as a company and we remain dedicated to continue to live up to the expectations children, parents and other stakeholders have on us."



Global
RLN

"A large part of Levi Strauss & Co.'s successful 162-year history is our commitment to quality apparel that never goes out of style and an unrelenting focus on innovation."



Teamwork

Advisor

"We believe reputation is built on our commitment to customers to provide quality, innovative products and back them with integrity."



"Bacardi strives for continuous progress and improvements in everything we do. It's very rewarding to see that we are making real strides in corporate governance, innovation, reputation and overall citizenship with others around the world taking notice. A three-point jump in just one year to the number 90 spot in the Global RepTrak 100 rankings is extremely satisfying."



What our team say about RI

RI is the best place to grow as a professional. We work hard and we have fun doing it. Simply put, we are the Gold Standard of reputation management. Our Founders literally wrote the book on it and our clients sing our praises.

"To me, RI is an opportunity to create a legacy in reputation measurement and management. The chance to do great work, be great, and expand upon our reputation as the gold standard in our field of reputation."



"It means transparency, collaboration and partnership across offices and departments."

"We share the same financial goals – and we show each other the respect deserved. We have a spirit of we win together. No one person can claim all the success and no one person takes all the blame."



"A better system of communication and transparency. I do know that geographical distance presents an issue, but I do believe that it will be of high value if we learn more about the people in different offices."

"One RI is a mindset, a way of working, and a collective goal. Globally we need to unite around a common purpose and to collectively work towards the same outcome."

"I recently joined RI and from my vantage point One RI means that although we are dispersed throughout the globe we share a single vision."

For more information about the firm, please visit our website at www.reputationinstitute.com.