



Kelly Roach International

Position: Finance Representative

Kelly Roach International is seeking to add its next superstar to our rapidly growing team!

This role includes but is not limited to:

Responsibility for healthy financial management of client billings, book-keeping and reporting to protect, serve, and sustainably growth the business while working extremely closely with the Finance Manager in all respects to ensure peak mental, physical state to drive the organization forward.

You are expected to demonstrate strong financial business acumen coupled with real world common sense. You are expected to learn and understand our business model, philosophy and values and make recommendations, give feedback and take actions on behalf of the Finance Manager that align with these principles.

You will be required to occasionally work in Wilmington DE or West Chester PA with the Finance team to collaborate and work together.

Finance/Reporting:

- Maintain daily updated reporting on payments/client billing and tracking
- Must have bookkeeping experience, accounting background or finance background preferred with revenues in the \$20-200 million range
- Daily client collection calls to capture missed payments collecting at a rate of 2,500 per day or daily deliverable to 0 out outstanding in any given month
- Maintain collections on outstanding accounts to keep a 1% or less accuracy rate of dollars collected vs. owed on a monthly basis
- Create and maintain daily, weekly and monthly budget reporting based on actuals
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- Annual Plan Reporting experience is preferred



- Maintain weekly book-keeping and reporting initially in conjunction with CFO
- Vet monthly commissions submitted against payments to ensure commissions paid match client payments
- Communicate with sales reps about outstanding payments from their clientele and collaborate to get back on track
- Send out team communications about performance to budget on a monthly basis with team reporting
- Work directly with the collections vendor as decided to ensure that outstanding payments beyond our control are collected on/communicating last chance opportunity with clients before this transition is made
- Make sure correct monthly contributions are made to tax, emergency, savings accounts
- Ensure that budgets are updated accurately and shared with all relevant parties based upon actual sales achieved
- Retention action planning, discussion and follow-up with the accountability team

Administrative:

- Assist with any administrative tasks that come up in day to day work
- Assist with legal documentation for clients who do not pay and formulate failure to pay letters while also assist in sending them to collection agencies

Extreme sense of urgency, diligence and speed to implement are requirements and will be exercised daily in this role.

New items come up by the hour and this individual is responsible for handling unexpected tasks in real time while maintaining focus and on time completion of the consistent role requirements.

Maintain 100% accuracy of projected client billings for the month and update daily based on adds, exits, etc.

Excited to learn more? Contact karla@kellyroachcoaching.com

Want to become a member of our Dream Team now? Submit your resume, references and intro video* to karla@kellyroachcoaching.com



About Kelly Roach International

Kelly Roach is known as THE BUSINESS CATALYST, helping elite business owners become game changers in their field and achieve million dollar + breakthroughs in their business. As a former Fortune 500 executive who built and led record-breaking teams in 17 locations around the US, Kelly's programs and consulting encompass billion dollar corporate strategies combined with the speed and agility of the most powerful online strategies of today. Kelly is a featured expert on ABC, NBC, Good Day, the CW and in some of the world's leading publications such as Inc. and Forbes where she shares the principles of her best-selling books and top podcast, Unstoppable Success Radio. Kelly is committed to ongoing philanthropic work to bring clean drinking water to those who do not have access and is the co-founder of Give Her Courage, a movement to instill courage and confidence in the girls of our future from the start.