

# Finance and HR Manager

**Company:** Terabee, High-Tech sensor and sensing solutions company

**Location:** France, Saint-Genis-Pouilly, (5km from Geneva airport)

**Contract:** Full-time

**Start Date:** ASAP

**Reporting to:** CEO

## Job Description:

Terabee is a leader in designing and producing People Counting devices, high tech IoT products based on Lidar/time-of-flight technology and thermal imaging. Our mission is to bring intelligence around building use and enable transformation towards green, zero emission buildings.

We seek a motivated and self-driven Finance & HR Manager to join our team! You will operate within a highly stimulating and international environment. You'll be a team worker with a creative mind, a sense of initiative, and an entrepreneurial spirit committed to our long-term success.

## Role and Responsibilities:

- Be the main point of contact with banks, insurances and external accountant
- Liaise with all the internal departments : Logistics/Production, Marketing, Sales and R&D
- Support the team to book travel/accomodation for business trips/meetings
- Manage all administrative tasks relating to the position

### ACCOUNTING TASKS:

- Act as liaison with the external accountant, ensuring on-time production of the monthly closing process and annual financial reports
- Manage the core financial activities including but not limited to accounts payable, accounts receivable, general ledger, fixed assets, travel and expense claims
- Prepare and track budgets and cash flow monitoring according to the sales and purchase forecast, with scrutiny and regular reporting
- Place orders, both online and direct, whilst controlling the Purchase Order process
- Ensure timely and accurate processing of supplier invoices, credit notes etc..
- Creation & issue of customer invoices
- Ensure timely and accurate collection and processing of payments from customers & ensure correct allocation to customer accounts
- Verify supplier/customer accounts by reconciling statements and related transactions.

#### HUMAN RESOURCES TASKS:

- Personnel administration from employee entry to exit
- Liaison with external HR organizations and delivery of mandatory reports
- Enter variable elements and control of the payroll (made externally by our accountant)
- Support the organization of recruitment and integration of employees
- Collect and formalize employees training needs.

#### Profile:

- Degree in Accounting/Administration or relevant field with good working knowledge of HR
- Desirable: 5 years of relevant professional experience
- Necessary: Excellent spoken and written French and English
- Excellent administration & organizational skills, with an ability to multi-task and to prioritize deliverables.
- Strong analytical and problem-solving skills and must be able to work under pressure and to tight deadlines.
- Familiarity with Google suite desired (we do not use Microsoft products)

This is a great opportunity to join a fast-paced, multicultural company in a high-growth stage where opportunities for personal growth and development abound.

Please send your CV and a letter of motivation to [careers@terabee.com](mailto:careers@terabee.com) with the subject line "Finance & HR Manager". We look forward to receiving your application.