

## **ANOTHER A STORY**

IN 2015, ALINE VANDECASTEELE, A BELGIAN EVENT DESIGNER, FOUNDED ANOTHER A STORY. SPECIALIZING IN EXPERIENTIAL DESIGN AND EVENT PRODUCTION, THE AGENCY HAS BUILT AN EXCELLENT REPUTATION FOR DESIGNING AND PRODUCING EXCEPTIONAL EXPERIENCES FOR PRESTIGIOUS LUXURY BRANDS LIKE RUINART, DIOR, CHANEL, AND HERMÈS.

THE TEAM, CONSISTING OF SPATIAL, GRAPHIC, AND INTERIOR DESIGNERS, ALONG WITH SENIOR AND JUNIOR PRODUCERS, COORDINATORS, AND A STRONG FINANCE AND OPERATIONS TEAM, HANDLES A DIVERSE RANGE OF EVENTS SUCH AS INSTALLATIONS, POP-UP STORES, INFLUENCER TRIPS, AND BRAND EXPERIENCES. THEY APPROACH EACH PROJECT WITH METICULOUS ATTENTION TO DETAIL AND COLLABORATE WITH THE MOST QUALITATIVE VENDORS. THE TEAM ADAPTS STYLE AND CREATIVITY TO DELIVER BESPOKE EXPERIENCES, INVOLVING SET DESIGN, CURATION OF FURNITURE AND DECORATION, LIGHT, SOUND, LOCATION SCOUTING, BRAND PARTNERSHIPS, AND AN IN-HOUSE TRAVEL CONCIERGE SERVICE.

OPERATING GLOBALLY WITH OFFICES IN LONDON, LOS ANGELES, AND A COMPANY PRESENCE IN NEW YORK, MIAMI, DUBAI AND PARIS, THE AGENCY ENJOYS INTERNATIONAL RECOGNITION AND MAINTAINS A ROBUST NETWORK OF INDUSTRY CONNECTIONS. THEIR EXPANDING PORTFOLIO OF TRUSTED SUPPLIERS AND BRAND PARTNERSHIPS ALLOWS THEM TO PUSH AND GENERATE NEW, INNOVATIVE IDEAS, ENABLING BRANDS TO GAIN VISIBILITY AND DISTINCTION.

SOME NOTEWORTHY PROJECTS INCLUDE AN INFLUENCER TRIP FOR HERMÈS IN ASPEN AND PALM SPRINGS, THE MISS DIOR PERFUME LAUNCH, CHANEL FOR ROYAL ASCOT, THE AMAZON INFLUENCER PROGRAM, AND DRUNK ELEPHANT WORLDWIDE POP-UP STORES. THE AGENCY HAS PRODUCED EVENTS WORLDWIDE IN CITIES SUCH AS ST-TROPEZ, SEOUL, SINGAPORE, COURCHEVEL, AUSTIN, ASPEN, ICELAND, AND MORE.

JOB TITLE | US FINANCE AND OPERATIONS MANAGER

LOCATION: LA STUDIO, WEST HOLLYWOOD, CA.

## **ROLES & RESPONSIBILITIES**

### **FINANCE**

- MONITOR DAY TO DAY FINANCIAL OPERATIONS OF THE US OFFICE
- RESPONSIBLE FOR ONBOARDING ALL VENDORS ENSURING COMPLIANCE WITH IRS
- DEVELOP AND MAINTAIN RELATIONSHIPS WITH VENDORS, NEGOTIATING PREFERRED RATES
- MANAGING THE AP MAILBOX AND ENSURING AN EXCEPTIONALLY HIGH LEVEL OF SERVICE
- MAINTAIN ACCURATE FINANCIAL RECORDS IN XERO
- OVERSEEING SOW CONTRACTS WITH CLIENTS
- TAKES CONTROL OF THE BUDGET WRAP PROCESS WITH PROJECT MANAGERS, ENSURING MEETINGS ARE BOOKED AT REGULAR INTERVALS AND CHALLENGE COSTS WHERE APPROPRIATE
- SUPPORT THE FD WITH THE US MONTH END CLOSE PROCESS
- ENSURE FINANCE AND OPERATIONAL POLICIES ARE ADHERED, WHILST TAKING INITIATIVE TO IDENTIFY OPPORTUNITIES FOR PROCESS IMPROVEMENTS
- MANAGE DEXT TRAINING FOR ALL NEW STARTERS AND FREELANCERS
- ANY ADHOC DUTIES THAT MAYBE REQUIRED

## HR

- SUPPORT THE ONBOARDING PROCESS FOR ALL US EMPLOYEES AND WITH ANY OTHER REQUIRED HR ADMINISTRATIVE TASKS
- ENSURE COMPLIANCE WITH LABOR LAWS AND REGULATIONS
- ONBOARD FREELANCERS INCLUDING NEGOTIATING RATES
- ENSURE THE US TEAM'S COMPLIANCE WITH HR POLICIES

## REQUIRED QUALIFICATIONS

- EXCELLENT VERBAL AND WRITTEN COMMUNICATION SKILLS
- OUTSTANDING INTERPERSONAL AND ORGANIZATIONAL SKILLS
- DEMONSTRATES ATTENTION TO DETAIL
- ABILITY TO IDEATE AND PROBLEM SOLVE WITH EFFICIENCY
- A TEAM PLAYER, ENTHUSIASTIC AND POSITIVE
- A FINANCE DEGREE OR CURRENTLY WORKING TOWARDS AN ACCOUNTANCY ACCREDITATION. MUST SHOW PROOF OF ENROLLMENT.
- 5 + YEARS OF EXPERIENCE IN FINANCIAL ANALYSIS, PREFERABLY WITHIN EVENTS OR IN A SIMILAR INDUSTRY
- INTERMEDIATE KNOWLEDGE OF MICROSOFT OFFICE SUITE, DEXT, AND XERO IS PREFERABLE.
- EXPERIENCE WORKING IN A SME ENVIRONMENT AND OR CAN ADAPT IS PREFERABLE.
- MUST BE LOCATED WITHIN COMMUTING DISTANCE AND ABLE TO WORK IN OFFICE.
- MUST HAVE UNRESTRICTED AUTHORIZATION TO WORK FULL-TIME IN THE US WITHOUT A VISA OR SPONSORSHIP