**Company Introduction**

The hiring company is a private investment fund established in 2014 with its headquarters in Beijing. The fund covers equity and fixed income investment in technology, media, real estate and other fields. It also runs a Fund of Funds that won many awards over the years.

The U.S. office was set up in early 2018 with the goal to expand the investment scope to North America market and beyond. It is strategically located in the heart of Silicon Valley.

**Job Title**: Finance Manager

**Job ID: FT11279**

**Industry: Financial Services**

**Location: Palo Alto, CA**

**Job Type**: Full-Time

**Salary**: $50k-60k

**H-1B Sponsored**? Yes

**Job Description**

The company is currently looking for a finance manager to be part of the core team.

**Job Responsibilities**

* Assume responsibility for accounting of all expenditures
* Perform various accounting functions: payroll, accounts payable, accounts receivable and general accounting
* Facilitate closing of financial records on a monthly basis and in a timely manner
* Work with external CPA on all financial reports, including income statements, balance sheets and cash flows - company’s daily balance of income and expenditure
* Track assets including fixed assets and intangible assets, and maintain the asset management system
* Confer with management team to coordinate and prioritize planning and budgets
* Develop finance policies to comply with management reporting requirements
* Assist in compliance with federal, state and international tax requirements
* Establish formal internal control policies and procedures including electronic filing system
* Organize office operations and procedures
* Supports company operations by maintaining office systems and supervising staff
* Help with general administrative and clerical tasks
* Responsible for managing office services by ensuring office operations and procedures are organized, correspondences are controlled, filing systems are designed, supply requisitions are reviewed and approved and that clerical functions are properly assigned and monitored

**Job Requirement**

* Bachelor’s Degree or above. Fields related in Business Accounting is a plus but not required
* CPA preferred but not required
* Minimum 4-5 years of direct experience performing accounting and financial analysis - Great attitude and work ethics, highly organized and detail-oriented
* Expert knowledge in Excel and Word
* Outstanding verbal and written communication skills
* Strong ability to work under pressure and multitask
* Strong interpersonal skills and problem-solving skills
* Mandarin and familiarity with culture differences are required