

# Einat Menachem

Senior Account Manager | Assistant Accountant

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## PROFILE

An assistant accountant and senior account manager with experience from high tech companies and global businesses. Expert in performing controls and analyses to optimize and streamline processes, while implementing innovative processes which increase profitability and save time. Experienced in implementing and integrating new systems in the field of finance. Professional in performing diverse methodologies and work practices, including closing the end of the month, complex transactions, closing reports for balance and VAT checks. Passionate about global work and managing complex accounting processes that require in-depth analysis and controls.

## Software & Technologies

MS Office; Excel  
Workday | Sap | Salesforce | Netsuit |  
Priority

**Methodologies and Work Practices:**  
Closing the end of the month at the bank expenses level | Complex transactions | VAT checks | Closing reports and balance sheets  
Fixed assets

## Languages

**Hebrew:** Mother tongue

**English:** Fluent

## EXPERIENCE

### **Assistant Accountant | Takeaway - A Global European Company (50 branches) | 2020-present**

- Performing complex controls in a variety of aspects, including closing expenses for payment, managing credit cards, fixed assets, invoices and balance sheets every month
- Customer management in Israel, in the fields of finances, invoices, credit, card adjustments and taxes.
- Management of complex projects with accountants and finance staff at the various sites, including flights to the several branches.
- Management, leadership and professional roadmapping for account managers at the international level.
- Implementation of innovative systems in the field of finance, creating optimization between organizational needs and the features and possibilities of the software, and performing integrations between the softwares (SAP, WORKDAY).
- Control over financial aspects of the company and the monthly and annual reports, including submission of balance sheets to the accountant.
- Producing a trial balance, checking VAT and income taxes, and checking with the banks that everything is accurate.
- Execution of complex orders with banks and analysis of data which is reflected at the stock exchange level.
- Closing and checking balances in the company's bank accounts.

### **Senior Account Manager (Class 3) | IINTOO Investments | 2018- 2020**

- Performing controls; credit card management and bank adjustments.
- Project management in collaboration with analysts for dividend distributions.
- Issuing invoices and making payments to investors and suppliers.
- Distribution of profits to the investors.

### **Senior Account Manager & Assistant Accountant | Walkme |2016-2018**

- High level account manager and submitted balance sheets to the accountant and performed controls.
- Preparation of orders and accurate execution of internal controls.
- Execution of bank adjustments; credit cards, checks and bank transfers in multi-currency, and keeping of journal records accordingly.
- Receipt and approval of supplier invoices; card adjustments, payments, journal orders, bank adjustments (8 accounts).
- Managing the company's books on a monthly basis for the supplier's department.
- Handling customers in Israel and abroad: funds, invoices, credit, card adjustments and collection.
- Registration and issuing receipts from local and global clients.
- Implemented a SAP system within the company and optimized the company's needs and transferring of data.
- Managing wages: preparing salaries, calculating sick days and vacations, expenses to pay.

### **Senior Account Manager | IronSource- High Tech Company, a Global Company 2014-2016**

- An account management for approximately a thousand customers in the US, made bank adjustments and payments.
- Registration of supplier invoices, receipts expenses and transfers from ABS.

### **Account Manager | The Nation Traffic- Gambling Company 2011-2014**

## EDUCATION

**Certification Studies in Financial Reports | Mishlav College**

**Class 3 Accounting Diploma | The Ministry of Labor**