

## Finance Associate @ HiJiffy

contact@effitalents.com

Phone :

Web :



### Job Summary

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Vacancy :

Deadline : Jun 23, 2024

Published : May 23, 2024

Employment Status : Full Time

Experience : Any

Salary : To be defined

Gender : Any

Career Level : Any

Qualification :

## Job Description

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If you are looking for a professional challenge where you can make a significant impact, HiJiffy is the right place. We prioritize our team and provide a dynamic startup environment where you can learn and grow while maintaining a healthy work-life balance.

HiJiffy is looking for a Finance Associate to manage our financial operations, optimizing processes, and ensuring the integrity of our financial data. If you have strong numerical and organizational skills, a trustworthy and logical mind, and a keen interest in developing a Finance department, this role could be the perfect fit for you!

### Responsibilities:

- You will be responsible for **managing financial transactions** and **ensuring accurate record-keeping**.
- You will handle our financial documentation and ensure compliance for our external accounting team and public grants
- You will assist in **preparing financial reports** and **analyzing financial data** to support decision-making.
- You will handle subscription management, invoicing and ensure timely billing and collections.
- You will support **the implementation** and **improvement** of financial systems and processes.
- Ultimately, you will contribute to the development and execution of the Finance initiatives to enhance financial operations and ensure our processes are compliant and scalable!

### Requirements:

- **Degree in Finance**, Accounting, Business Administration, or a related field;
- **Experience in a similar position is required**;
- Experience in subscription management or SaaS B2B billing is preferred;
- Strong **numerical and analytical skills**;
- Excellent organizational abilities and attention to detail;
- Trustworthy with a logical and methodical approach to work;
- You work well in a team and value collaboration;
- You're **reliable, self-motivated, and focused on delivering high-quality work**;
- You have a positive and solution-oriented mindset;
- You're comfortable working in a **remote-first** organization;

### About the company:

HiJiffy, established in 2016, is dedicated to developing the **most sophisticated conversational AI for the hospitality industry**. Aimed at forging an ideal connection between hotels and their guests, HiJiffy has developed a **robust Guest Communications Hub**. Leveraging its proprietary AI technology, Aplysia, throughout the entire guest journey, HiJiffy enables **hoteliers to boost revenue through direct bookings** and upselling while automating repetitive tasks to reduce operational costs and address staff shortages. In 2024, more than 1,800 hotels in over 50 countries reimagine guest communications in over 130 languages, utilizing HiJiffy's omnichannel solution, featuring advanced technologies like self-learning AI, sentiment analysis, voice assistance, and GPT-4.

### Your Recruiter:

Daria Talent Acquisition Specialist @ Effitalents.  
Feel free to contact her for more information!

## Education & Experience

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## Must Have

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**Educational Requirements**

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**Compensation & Other Benefits**

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Flexible working hours; Competitive salary; HiJiffy Perks (wellness, WFH equipment, transportation, etc.); Remote-first position (based in Portugal).