



Assistant Controller

Who We Are - AdMaven

AdMaven is a performance-driven ad-tech company helping advertisers reach high-converting audiences and publishers maximize revenue from their traffic.

Our Finance Department plays a central role in leading the Company's financial operations and maintaining the financial processes that support the business.

The Role

You'll support the oversight and management of the Company's financial operations, with a focus on payment activity, reconciliations, financial controls, and monthly closing.

You'll operate in a cross-functional finance environment, working with internal teams and external partners on financial data, payment activity, reconciliations, and international compliance-related processes.

Responsibilities

- Monitor collections and payment activity, ensuring financial items are reviewed, tracked, and followed up appropriately
- Oversee financial activity across payment processors and payment platforms, including ongoing monitoring and reconciliations
- Lead the monthly closing process, including bank and platform reconciliations and coordination with the Company's external bookkeeping provider
- Develop and prepare financial reports across the Company's various business activities
- Investigate financial discrepancies and coordinate their resolution with the relevant internal and external stakeholders
- Develop, implement, and maintain financial controls that support the accuracy, completeness, and integrity of financial data
- Support compliance with applicable international regulatory requirements and financial reporting standards

Required Skills and Qualifications

- Bachelor's degree in Accounting, Economics, or Business Management
- 1-2 years of relevant experience
- Advanced proficiency in Microsoft Excel
- Strong written and verbal communication skills in English

Preferred Skills and Qualifications

- Internship experience at a **Big 4** accounting firm is an advantage
- Comfortable working with AI-assisted tools such as Claude Code, Codex, or Cursor, with familiarity in AI workflow concepts such as MCP, agents, tool use, and structured prompting

How to Apply

Send your CV as a PDF attachment to careers@ad-maven.com. Include the job title and your name in the subject line: **Assistant Controller - [YOUR NAME]**.