



VICE PRESIDENT OF PAYMENTS (NY)

Third Summit was developed to serve creatives and clients in the media production industry, offering solutions for staffing, data management, orchestration and payment factoring. It's our vision to create a community of professionals across the digital media and advertising landscape, connecting talent in an unprecedented, future-looking way. Our growing ecosystem of products -- including a freelance community for video professionals, cloud storage platform and payment portal -- eliminates many of the barriers for entry and pain points for freelancers, agencies studios and brands. This is an exciting ground-floor opportunity for a talented financial professional to work alongside the founders of a well-funded, early-stage startup.

We're looking for an executive to build out our internal payments team and help execute on Third Summit's short- and long-term digital payments strategy. Reporting directly to the president of our payments division, you'll be joining a small but enthusiastic and growing team that is trying to revolutionize the production freelance market and workflow. The ideal candidate works well in a fast-paced, deadline-driven environment and deals professionally with the entire business to meet goals.

Responsibilities

- Build and execute payments initiatives under tight deadlines in a startup environment
- Help manage ground-level account debtor and freelancer relationships
- Foster relationships with banks, a syndicated credit facility and 10–20 major or mid-market U.S. media enterprises
- Evaluate, monitor and enhance payments operating controls
- Seek out operational efficiencies via automation, technology enhancements and process improvements
- Help produce and review with senior management daily and monthly reporting for forecast variance, operational excellence metrics and key risk indicators



Essential Skills & Experience

- Attention to detail
- Able to provide and receive honest feedback
- Demonstrated ability to streamline and automate processes
- Growth mindset
- Can lead a team by example
- Excellent communication abilities
- Strong organizational skills
- Knowledge of Microsoft Office products, including Excel, Word and PowerPoint

Preferred Qualifications

- BS/BA degree required, MBA preferred
- 5+ years' experience in cash management and/or banking operations
- Advanced skills with Microsoft Excel
- Highly motivated with a positive attitude
- Familiarity with traditional and emerging payment trends (ie. Plaid, Stripe)