

# Manager of Finance and Operations

## MAIN FUNCTIONS:

Create an applause-worthy experience through responsibilities of managing agency finances, operations and human resource benefits while performing administrative tasks. Actively pursue continued development in finance and operations.

## DUTIES:

Manage agency finances on an ongoing basis.

- Execute bookkeeping responsibilities (e.g., AP, AR, deposits, bank statement reconciliation, credit card accounts).
- Prepare and present an analysis of monthly/annual financial reports (e.g., P+L, balance sheet, cash flow statement), annual projections and quarterly profitability reports.
- Work with the agency's CPA firm in preparing tax documentation and in support of payroll execution.

Oversee agency operations on an ongoing basis.

- Facilitate repairs, maintenance and capital improvements (e.g., HVAC).
- Maintain operational calendar and warranties for contracts (e.g., Spectrum, Security, Trademark) and evaluate vendors as needed.
- Facilitate supplies management from order to stocking.

Manage human resources on an ongoing basis.

- Conduct orientation with new employees.
- Manage employee benefit programs and renewals, maintaining compliance while processing enrollment, changes, and terminations.
- Conduct meetings with exiting employees regarding retirement, PTO, COBRA, etc. as is appropriate.

Provide administrative support on an ongoing basis.

- Retrieve, sort and disseminate mail.
- Welcome guests, answer and direct phone calls.

## QUALIFICATIONS:

### **Experience**

Minimum 5 years in an accounting role that includes the reconciliation of balance sheet accounts. Working knowledge of QuickBooks and Microsoft Office Suite required. Working knowledge of Google Office Suite and MacOS is a plus. Working at a small business and/or agency experience is a plus.

### **Education**

Bachelor's degree required.

### **Supervision**

Requires the ability to supervise agency vendors, collaborate with team members and interact with customers.

### **Attributes**

Willingness to jump in and provide assistance outside of job description as required to achieve team success. Requires leadership, initiative and self-motivation. Demands honesty, integrity, patience and care in handling company finances and employees' well being. Must be organized, detail-oriented with excellent written and oral skills. A positive, enthusiastic attitude is essential.

### **Physical Effort**

For the most part minimal. Requires frequent use of computers and other standard office equipment. It also requires occasional out-of-office visits with clients and/or vendors.