

FINANCE & OPERATIONS MANAGER POSITION DESCRIPTION

Opportunity:

Join a growing integrated marketing communications agency to lead key areas including: financial management, human resources and information technology functions. This role, which reports to the CFO, provides ongoing opportunities to help shape the business. The ideal candidate will be looking for a new opportunity to contribute to strong strategic and economic growth by providing insight, analysis and recommendations in the areas of pricing, forecasting, operations, IT systems, insurance, benefits and talent acquisition. There is also an opportunity to help determine the company's strategic path forward in collaboration with the rest of the leadership team.

Words At Work is a collaborative, entrepreneurial firm committed to helping its clients build strong, profitable brands. This role provides a unique opportunity to leverage financial, analytical and management skills to contribute to the firm's growth. The firm was founded in 1988 and has been led by the same senior staff since 1994.

Position Overview:

The Finance and Operations Leader will be responsible for managing the financial, human resources and IT functions of the firm. The mix of strategic and hands-on responsibilities include: financial management and reporting, day-to-day accounting, budgeting and forecasting, pricing and development of internal control policies and procedures. This position is also responsible for managing human resource activities, including assisting senior staff in hiring talent, facilitating fringe benefit enrollments and maintaining accurate personnel information. This role will also manage key vendors, including IT, insurance, 401K, banking, printing and contract talent sourcing.

Primary Responsibilities:

Financial Management

- Financial reporting and analysis
- Revenue recognition
- Billing, accounts payable, payroll, bank reconciliations and tax filings
- Approval of purchases and expenses
- Maintenance of 401K, bonus and profit-sharing plans
- Management of insurance, legal and government obligations (taxes, workers comp, office insurance, etc.)
- Month-end and year-end close processes — bring strategic insights/improvement ideas to senior leadership

Human Resources

In conjunction with the CFO, manage the human resource function, ensuring that the firm follows best practices and legal requirements. This includes:

- Maintenance of personnel files
- Management of benefits plans, including oversight of plan procurement and understanding of current market in order to remain competitive
- Distribution of offer letters and benefits information; completion of background checks
- New employee orientation, including explanation of company policies and procedures

Operations and Information Technology

- Management of client and vendor contracts — identification of opportunities to optimize technology and mitigate cost
- Supervision of IT vendors (including network, telecommunications infrastructure providers) and software licenses
- Management of facility issues, including space planning and lease negotiation
- Supervision administrative staff
- Maintenance of strategic relationships with key vendors, including IT, insurance, 401K, banking, printing, contract talent sourcing, etc.

Qualifications:

- Bachelor's Degree in Accounting required, Masters in Accounting or Business Administration is a plus
- Minimum of 8 years of experience, including at least 3 years in financial management and reporting
- Professional services industry experience a plus (advertising, law, architecture firm, etc.)
- Strong accounting software user and administration skills
- Strong interpersonal, people management and team leadership skills. Experience hiring, training, retaining and leading staff
- Demonstrated problem solving and analytical skills, personal characteristics of self-motivation, improvement orientation, resourceful, ability to work independently and to build relationships internally and externally
- Desire to build personal equity in a growing company

For more information or to send in a resume, please contact:

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