

Finance & Operations Manager

Words At Work is looking for a Finance & Operations Manager to lead key areas of the business, including financial management, human resources and information technology. 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 financial growth by providing insight, analysis and recommendations in the areas of pricing, forecasting, operations, IT systems, insurance, benefits and talent acquisition.

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 – offer strategic insights/improvement ideas

Human Resources:

- 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:

- Maintenance of relationships with key vendors, including IT, insurance, 401K, banking, printing, contract talent, etc.— identification of opportunities to optimize technology and mitigate cost
- Management of facility issues, including space planning and lease negotiation
- Supervision administrative staff

Qualifications

- Bachelor's Degree in Accounting required.
- 8+ years of experience, including at least 3 years in financial management and reporting
- Professional services industry experience preferred (advertising, law, architecture firm, etc.)
- Strong knowledge of accounting software 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

About Words At Work

Founded in 1988, Words At Work is a collaborative, entrepreneurial firm committed to helping its clients build strong, profitable brands. Clients utilize us as a full-service marketing agency. They can also look to us for selected services, such as brand development and messaging, content marketing, website development, social media, PR and product naming.

For more information or to apply, please visit www.wordsatwork.com/careers.

Words At Work is an equal opportunity employer. We are committed to hiring employees regardless of race, color, ancestry, religion, sex, national origin, sexual orientation, age, citizenship, marital status, disability, gender identity or Veteran status.