
Office, Benefits, and Finance Manager

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The Office Manager organizes and administers three main areas for the RH team. Manage the office/studio space, administer our HR and benefits package for all team members, and maintain the company's financial system using QuickBooks and BuilderTrend. The right person must have a good grasp of financial reporting and high-level mathematical and financial problem-solving skills. This position will need to submit and explain complex financials. This position is responsible for planning, organizing, and controlling the clerical aspect of Red House. Negotiates with a genuine give-and-take approach, where both parties act as true peers, and decisions are shared. Genuinely care about hitting targets, and has the ability to earn trust and credibility within the organization with the capable of developing effective business relationships with all members of the company's senior leadership team. This position must demonstrate the company's core values of *Excellence, Accountability, Service, Collaboration, and Urgency*.

Accountabilities:

- Financial Reporting, Oversight, Controls & Accuracy
- Financial forecasting and planning
- HR/Benefits Administration
- Risk Management
- Payroll
- Accounts Receivable/Accounts Payable
- Coordinates with Managed IT Services

ROLES & RESPONSIBILITIES: including, but not limited to, the following:

- Financial
 - o Manage company finances, prepare budgets, oversee accounts and statements, generate cost analysis reports, and perform analysis
 - o Perform calculations and report on work in progress (WIP) and percentage complete accounting
 - o Create and maintain financial policies, procedures, and reporting systems
 - o Ensure that financial records are kept accurately and according to both internal standards and government regulations.
 - o Track departmental budgets and communicate with department heads regularly
 - o Prepare and submit monthly financial reports
 - o Prepare the annual financial budget and update the forecasts bi-annually if needed.

- o Full charge bookkeeper: invoices, AR/AP, payroll, benefits, etc.
- o Maintain project budgets in Buildertrend and Quickbooks

- Human Resources
 - o Schedule recurring reviews for each employee with the managing supervisor, ensure annual paperwork is completed
 - o Maintain and update the RH Employee Handbook
 - o Manage all aspects of benefits administration, including record keeping, enrollment, changes, and terminations
 - o Ensure compliance with all applicable laws and regulations related to employee benefits
 - o Develop and implement policies and procedures to ensure efficient and effective benefits administration
 - o Coordinate with vendors and third-party administrators to resolve any issues or concerns
 - o Conduct regular audits of benefit plans to ensure accuracy and compliance
 - o Provide guidance and support to employees regarding their benefit options and eligibility
 - o Monitor benefit costs and recommend cost-saving strategies
 - o Report on benefit program performance for management

- Administrative / Clerical
 - o Update and maintain a written office manual and management system
 - o Supervise one indirect report
 - o Records management, filing, and compliance.

- Facilities Management
 - o Manage and maintain communications assets, IT, office supplies & equipment
 - o Maintain immaculate appearance of office and studio; schedule maintenance with production staff and vendors
 - o Space management

- Professional Development
 - o Attend appropriate seminars/classes to update individual professional skills as appropriate.
 - o Create, find, and ensure professional development opportunities for office and production staff

- Risk Management
 - o Verify monthly that all Certificates of Insurance for subcontractors remain current
 - o Keep all liability, worker's compensation, auto insurances current and review annually for pricing

PREFERRED PREREQUISITES:

- Masters degree in business administration or accounting
- Professional degree in accounting
- 7 to 10 years of progressive accounting experience of increasing responsibility
- Master's degree in business administration or financial accounting
- Deep technical knowledge of US GAAP compliance