

BARBOUR SPANGLE

DESIGN

Finance Manager

Reports to: Integrator/COO

Effective January 1, 2025

Job Purpose

The Finance Manager has the responsibility to manage the Company's financial accounts, financial transactions, insurance compliance, investment management, tax filing and retirement plan management. The position works closely with the Leadership Team to give them the financial data they need to make effective business decisions. The above-mentioned responsibilities are for the core company as well as any subsidiaries or divisions.

Primary Responsibilities

Finance

- Design and oversee the processes, methods and systems needed to accurately keep the company's financial records
- Responsible for all aspects of accounting operations, overseeing all transactions relating to general ledger, receivables, payables, payroll and financial reporting and tax preparation
- Provide the Leadership Team with guidance on capital expenditures and relationships with lending/financial institutions
- Project close-out accounting
- Create and manage monthly / annual budgets with assistance from Fractional CFO
- Process and submit bimonthly and monthly payroll
- Maintain and submit all employee 401K benefits
- Participate in quarterly and annual EOS meetings as requested to represent finances
- Participate in the weekly Leadership Level 10 meetings as requested to represent finances
- Responsible for Quarterly Rocks that will move the company forward
- Monthly overall finance review with Integrator, Fractional CFO and Owners
- Reconcile bank and credit card statements
- Serve as the company Studio Designer subject matter expert

Reporting

- Keep the Leadership Team informed via financial reports as needed on a monthly, quarterly and annual basis or as requested
- Post monthly and quarterly financials in Asana Team 10
- Participate in the quarterly EIP calculation with Fractional CFO
- Participate in channel profitability meetings

Compliance

- Review and plan for annual workman's comp and liability insurance requirements/audits
- Review all life and disability insurance requirements and maintain policies
- Maintain all contractor W9's and provide 1099's for all contract workers

Sales and Procurement

- Work with design team members to ensure client sales proposals are accurately entered and approved by clients
- Work with Expeditor to ensure project procurement happens accurately and in time to meet client project timelines
- Work with Expeditor to maintain communication with design team of all timelines and details of procurement once orders are placed
- Work with Expeditor to ensure 100% client satisfaction during Phase IV installation process
- Troubleshoot and solve any issues or delays which transpire at time of install to ensure 100% client satisfaction
- Serve as additional support for Expeditor

Human Resource

- Maintain employee records (associated with payroll), employee benefit plans, compensation packages
- Obtain market analysis for each job title in the company in November of every odd year (currently using the JER Group for these reports)
- Put analysis information into a compensation explanation format and give to Fractional CFO and Integrator

Requirements

- Finance/Accounting Degree
- 5-8 years of accounting experience (with small to mid-size professional services company preferred)
- Strong alignment with our core values of ownership mindset, relationships first, be real, thirst for better, never-ending imagination, and enthusiastically joyful
- Design studio experience preferred
- Strong communication and analytical skills
- Organizational skills
- Personal integrity and ability to work with confidential information