

Finance and Human Resources Manager

About Be the Change Consulting

Be the Change Consulting is a dynamic, growing consulting firm that works with organizations to transform them into rich learning centers, poised to meet their mission. We work with schools and community based organizations to **shift organizational culture and programmatic practices** through engaged consulting, experiential learning, hands-on coaching and dynamic facilitation.

Among the areas we find to be the most critical indicators of organizational sustainability are:

- Cultural Relevancy • Staff Development and Supervision • Strategic Planning and Program Development
- Teambuilding and Creative Problem Solving • Self Care • Reflection • Fun!!!

You can expect to be a part of an organization that not only teaches those values but also strives to live them!

About the position

Under the direction of the Operations Director and with the support of a part time accounting firm, you will be managing the fiscal and HR operations of a thriving small values driven business. Our next hire must be responsible, detailed oriented and be familiar with Quick Books. Must have knowledge in general ledger accounts, purchasing, accounts receivable/payable, reconciliation, bank statements, and financial statements. Must have basic HR experience. Familiarity with Zenifits (Our online payroll and HR management system) a plus but not necessary. PLEASE DO NOT REPLY IF NO QB EXPERIENCE.

Finance/Accounting Duties

- Manage the day to day accounting, monthly close process and internal policies and procedures, including preparation of monthly and quarterly financial statements.
- Manage client contracts
- Responsible for the management and maintenance of general accounting systems to provide records of assets, liabilities and financial transactions.
- Providing financial reports covering sales, earnings, profits, cash balances and other financial results.
- Maintains or oversees the maintenance of general and subsidiary ledgers of the company, financial statements, bank reconciliation and general tax reports, and payroll.
- Develops and directs the operation of additional accounting systems and procedures to reduce costs and obtain improved information
- Processes Bi-weekly payroll
- Preparing both business and sales taxes
- Preparing 1099's
- Perform other related duties as required

Human Resources Support

- Oversight of HR/Payroll- time tracking, employee onboarding, W2, 1099
- Maintain management guidelines by preparing, updating, and recommending human resource policies and procedures
- Maintain historical human resource records by designing a filing and retrieval system; keeping past and current records
- Maintain employee benefits programs
- Ensure legal compliance by monitoring and implementing applicable human resource federal and state requirements
- Perform other related duties as required

Successful candidate will have/be:

- Bachelor's degree in Accounting/Finance or related field experience.
- Excellent knowledge of accounting operations attained through 5+ years of progressive work experience.
- Strong analytical, communication, team building, and collaboration skills.
- Knowledge of healthcare benefit plans and HR regulations
- Experience managing finances for both for-profit and non-profit (501c3) businesses
- Professional QuickBooks experience a MUST!
- Proficiency in Microsoft (Word, Excel & Outlook)
- Strong analytical, problem solving skills, decision making skills
- Strong communication and excellent written skills
- Detail oriented, highly organized and able to work independently and as a team member.
- Flexible, likes a challenges and learns quickly
- Punctual with deadlines.

Compensation & Benefits

Salary based on hours and experience.

Part time: \$35,000-\$45,000 (25-30 hours per week).

Sick, Vacation and 3 weeks of collective shutdown time off included, vision, dental and medical benefits and a 401K match are available for full time employees (30+hours).

Interested applicants should submit a **cover letter and resume** to Operations Director Tanya Mayo via email Tanya@bethechangeconsulting.com. Please include " Finance and Human Resources Manager" and your name in the subject line.

Position Open Until Filled!

Be the Change Consulting is committed to providing equal employment opportunity for all persons regardless of race, color, religion, national origin, marital status, political affiliation, sexual orientation or gender identity, disability, sex, or age.