

**Title of Position:** Manager of Finance & Operations  
**Department:** Operations  
**Reports To:** CEO and Liaison with CFO  
**FLSA:** Exempt  
**Time Expectation:** Immediate

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### **Position Summary**

The Manager of Finance & Operations (MFO) mitigates risk and protects corporate assets by performing finance and operations processes and managing personnel. In Finance, this includes maintaining financial data processing, providing reports, and communication to the CFO & CEO while supporting existing finance staff. In Operations, this includes ensuring the customer service role of Operations, reviewing and improving processes, and allocating resources in support of Engineering. The MFO understands the long-term financial goals of the company and designs strategies and executable plans to achieve those goals. The MFO ensures that Finance and Operations serve engineering management and executive leadership as primary customers.

### **Responsibilities**

- Quarterly reconciliation and preparation of financial statements
- Review and assist with completed invoicing, employee reimbursement expenses, accounts payable, payroll, 401(k) plan, and accounts receivable
- Review and overall approval of client invoices & employee expense reimbursements
- Review and assist with corporate taxes, e.g. B&O tax, quarterly payroll taxes
- Process annual IRS and State reporting requirements, e.g. 1099, W-2
- Overhead and Department Budget Management and Reporting
  - Coordinate and implement annual approved budgets
  - Quarterly reporting for budget stewards
- Maintain corporate model, revenue targets and overhead calculations, and provide monthly reports
- Process quarterly and yearly tax preparations and dividend distributions
- Lead financial reviews in Board of Directors meetings and manage Operational Budgets
- Manage Operations Team including Administrative, Marketing, Quality and Finance personnel
  - Implement corporate goals and allocate to Finance and Operations team members
  - Manage and mentor Finance and Operations Team members
  - Lead and Mentor Human Resources, Marketing, and Quality directors within H2E
- Coordinate with Engineering Management and support of Marketing, Quality, and Finance duties.

### **Qualifications**

- Bachelor's degree in Accountancy
- CPA preferred / audit background
- 7-10 years private industry experience
- Managerial experience with highly productive teams

### **Requirements**

- Excellent communication and presentation skills
- Managerial experience
- An analytical approach to problem solving and decision making
- A solid understanding of financial statistics and accounting principles
- A working knowledge of all statutory legislation and regulations
- Ability hear/process feedback and improve
- Additional insured on corporate insurance policy
- Sign letter of accountability