

Bennett Midland LLC, a consulting firm that works exclusively in the civic sector, seeks a Finance and Administration Manager. We support government agencies, non-profit organizations, and philanthropies to design and implement new programs, initiatives, and services; solve operational problems; and develop effective management strategies. We work on issues such as criminal justice and justice reform, government innovation, health and human services, urban planning, and economic development. We are committed to building a stronger civic sector that advances equitable outcomes across these issue areas. Our work environment is hard-driving, supportive, committed to outstanding results, and the enjoyment of work.

Responsibilities:

The Finance and Administration Manager works at the direction of one of our Partners who is responsible for finance and administration, supervises the Administrative Associate, and directs other team members on relevant project assignments. The Finance and Administration Manager will carry out the following responsibilities:

Financial management

- Prepare monthly financial and performance reports for review by the Executive Team;
- Assist with the development of annual revenue and expense projections, and update projections with actuals on a monthly basis using QuickBooks and Excel;
- Work with Bennett Midland's accounting firm and bookkeeper to ensure correct posting of expenses and revenue;
- Maintain excellent records of all client contracts, accurately track all monthly invoicing and the timely and accurate fulfillment of financial contract obligations.
- Supervise the Administrative Associate in the following areas of work:
 - o Managing timekeeping records;
 - o Monthly invoicing, including working with consulting teams to determine appropriate invoicing time and corresponding materials; and
 - o Tracking payables, receivables, and bill payments.

Human Resources

- Manage the firm's payroll, 401(k), and benefits programs and systems, including bi-weekly deposits, working closely with the firm's PEO;
- Participate in the annual review of the firm's benefit offerings, working with the benefits providers and creating analyses of options for review by the Executive Team;
- Develop staff-wide communications for employees regarding benefits programs, 401(k), time off, office closures, *etc.*; and
- Participate in the firm's recruitment processes (*e.g.* reviewing resumes, drafting employment letters, coordinating with candidates *etc.*);
- Manage the on-boarding process for new employees (*e.g.*, scheduling trainings, establishing benefits and payroll, reviewing policies, technology set-up, *etc.*);
- Coordinate the annual review and updating of the firm's Employee Handbook;
- Manage the administration of annual legally required trainings (*e.g.* sexual harassment) to ensure employee participation;
- Stay up to date with Federal and New York State HR laws and regulations and ensure the firm adopts best practice policies.

Administrative support

The Finance and Administration Manager may be assigned with overseeing or project managing administrative tasks such as:

- Manage the firm's filing and record keeping, and research new practices and processes, as needed;
- Lead the development of a new system for managing firm contacts and ongoing management of the system, including making periodic updates to firm contacts as needed (*e.g.*, annual holiday card, regular email blasts, *etc.*); and
- Assist in planning firm events such as the annual holiday party and occasional farewell celebrations.

Qualifications:

We are seeking an energetic, engaged professional with at least five years of overall professional experience and ideally at least three years of experience specifically in financial and operations management. Other qualifications include:

- An undergraduate degree in finance, administration, business, or related field, preferred;
- Previous experience in supervisory roles and in managing complex workstreams;
- Meticulous attention to detail and superior organizational skills;
- Excellent time management skills, ability to multi-task, and skill for managing and prioritizing competing demands;
- Proven experience as an office manager or administrative assistant;
- Excellent written and verbal communication skills;
- A commitment to a collegial workplace; and
- Proficiency in Microsoft Excel, QuickBooks, Microsoft Word and Outlook.

Our firm values diversity and is proud to be an equal opportunity employer. Bennett Midland is committed to consistently building and supporting a team that reflects a range of experiences, ages, gender identities and expressions, racial and ethnic identities, sexual orientations, and physical capabilities. We work to actively promote and build a work culture that enables all our employees to achieve their full potential.

Bennett Midland offers a competitive compensation and benefits package including medical and dental coverage, two weeks of paid time off for new employees (increasing to three weeks after a full year of tenure), ten paid holidays, paid time off between December 24 – January 1, commuter benefits, and a generous 401(k) matching program.

Application instructions

To apply, please send your resume and cover letter to finance_manager@bennettmidland.com with your full name in the subject line.

No telephone calls, please. Only applicants selected for interviews will be contacted.