



Client: Fletcher/CSI

Position Title: Finance and Operations Manager

Location: Winooski, VT

Fletcher/CSI is a competitive intelligence and strategy consulting firm advising leading companies around the globe. The U.S. headquarters is located in Vermont, and the European headquarters, established in 2010, is located in Bucks, United Kingdom. Erik Glitman founded Fletcher/CSI in 1988, which makes the firm one of the longest-running, independently-owned primary research firms serving global Fortune 500 and emerging companies. Since its founding, Fletcher/CSI has evolved to provide five strategic consulting services: Primary Research, Win/Loss Analysis, Strategy Workshops, Trade Show Intelligence, and Market Intelligence newsfeeds. All five services are offered to clients that fall under Fletcher/CSI's Life Sciences, Technology, Finance & Insurance, Consumer Packaged Goods, and Business Services practice groups, following their guiding principle to deliver simple, powerful, insightful, intelligence across all practices and services.

Description:

Finance and Operations duties include daily operations related to finance, information technology, payroll, benefits and office management. You will be responsible to maintain the company's financial accounts, payroll, human resources, physical space, and managing and providing low-level maintenance of company issued laptop computers, managing 3rd party computer systems and software support as well as overseeing the general needs of the company and employees.

Duties/Responsibilities:

- Financial Duties and Responsibilities:
 - Maintain and update the company's financial accounts and presenting bi-weekly summaries of the company's financial position to include P&L, AR, AP, Open Sales Orders, and cash flow projections
 - Invoice and collect all accounts receivables, including initiating past due collection processes when appropriate and informing leadership on the status of all AR
 - Process all accounts payable, including allocating payments to the correct accounts and maintaining accurate AP tracking and reports
 - Daily maintenance and reconciliation of business checking account, weekly tracking of current and future cash flows using anticipated receipts, projected payroll costs, automatic payments, vendor payments, other payments and projected costs as well as future receipts from open contracts.
 - Posting transactions into proper GL accounts, ongoing reconciliation and monitoring of GL account balances, allocate expenses to the appropriate accounts and projects.
 - Maintain and process outsourced payroll, including verifying that multi-state reporting for workers compensation and unemployment are allocated correctly
 - Preparation and distribution of 1099s and all final financial statements and supporting documents for CPA for year-end close and tax return processing
 - Preparation of year-end census and other required information for 401k and Worker's Comp audits by third parties
 - Maintain all benefit plans, coordinate open enrollment and enter payroll deductions as well as tracking all PTO
 - Create and calculate weekly timesheets with project coding for QuickBooks and payroll processing
 - Advise on correct company procedures and policies, benefits administration, and other matters, maintain compliance with Federal and State agencies as needed, process Worker's Comp, Short-Term Disability, and FMLA claims and paperwork

- Technology Duties and Functions:
 - Maintain all technology licenses for company including MSOffice, Zoom, Adobe, HubSpot, and others.
 - Maintain employee office equipment and ensure that cyber safety protocols are maintained
 - Identify and prioritize IT issues, solve minor issues, and engage the 3rd party IT support company as needed
 - Track recurring IT issues and recommend fixes
- Office Management Duties and Functions:
 - Coordinate with outside vendors for various office services such as:
 - Janitorial
 - Computer/Network support
 - Telecommunications
 - Landlord and office space
 - Post Office and other express mail services (UPS, FEDEX)
 - Direct communications with landlord for maintenance issues
 - Collect daily mail from PO
 - Maintain office snacks/drinks supplies
- Other duties as may arise from time to time

Required Skills/Abilities:

- Strong finance and operations background
- AP/AR and General Ledger experience
- Payroll experience, QuickBooks a plus
- Financial reporting and forecasting experience
- Excellent verbal and written communication skills
- Strong computer skills, responsible for all computer programs and hardware
- Ability to present reports with clarity
- Extremely organized with great attention to detail
- Ability to analyze information and think systematically

Additional Desired Skills:

- Ability to set up and support new users on the company office equipment
- Ability to maintain and support the company Office365 subscription, troubleshoot common IT problems, remotely manage user accounts (including disabling accounts), managing automatic account back-ups, and other related functions
- Ability to manage and support the company's IT infrastructure

Qualifications:

- BS in Accounting or related field
- Minimum of 3-5 years of finance or operations responsibilities

Gallagher, Flynn, & Company, LLP has been retained to conduct this search. Interested candidates may apply by sending a resume and cover letter to Michelle Rawls, Director of Talent Acquisition at talentsolutions@gfc.com. While we appreciate all interest in this opportunity, only candidates most closely aligned with our search will be contacted.

Disclaimer: What's listed above represents the responsibilities of the position but is not meant to be an exhaustive list. Responsibilities may change during employment at the company's discretion. Gallagher, Flynn and Company and Fletcher/CSI do not discriminate in employment based on race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, retaliation, parental status, military service, or other non-merit factors.