

Operations/Finance Manager

Job Summary:

Opportunity for professional growth in an established, fast-paced, award-winning, woman-owned small management consulting business in Central PA. Seeking an Office Manager with a can-do attitude who will report directly to the CEO and oversee internal accounting systems, including AR, AP, payroll, and internal operations. Opportunity to grow a department that interfaces with internal and external team members to ensure alignment with SCP's values, mission, and business goals. A hybrid work environment with flexibility in defining in-office time.

Duties/Responsibilities:

- Administrative
 - Oversee mail distribution, bill, and invoice processing.
 - Oversee the selection of vendors and the purchase of office equipment and supplies.
 - Support the CEO in renewing/updating government certifications.
 - Organize the SCP office, including supply management.
 - Support project leaders with logistics and project report generation as required.
 - Manage copier and maintenance services, technical support, and other internal operations.
 - Develop and implement procedures and policies for all administrative activities.
- Accounting – Proficiency in Accounting Required!
 - Manage accounts receivable transactions, including receipt of invoices, processing of payments, and record-keeping in QuickBooks Online (QB).
 - Prepare client invoices/accounts payable transactions, working closely with timesheet data, subcontractor invoices, and input from internal project managers.
 - Coordinate accounting activities with outsourced accounting resources.
 - Conduct quality review of outsourced accounting resource deliverables.
 - Responsible for project set-up and resource management in QB
 - Manage timekeeping in QB.
 - Manage payroll processing.
 - Manage state registration and tax payment notifications.
 - Track and analyze operational costs and monitor budget.
 - Manage bank transactions (deposits, ACH payments, Line of Credit)
- Human Resource Management
 - Facilitate employee onboarding.
 - Maintain human resource record-keeping.
 - Manage timesheet completion and approval.
 - Support handbook revisions, policy development and oversight.
 - Manage health insurance open-enrollment annually.

Required Skills/Abilities:

- A positive attitude and growth mindset.
- Team player and problem-solver.
- Be able to work independently with limited supervision.

- Excellent verbal and written communication skills.
- Excellent organizational skills and attention to detail.
- Thorough understanding of Generally Accepted Accounting Principles (GAAP).
- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint)
- Proficient with SharePoint, Microsoft 365, and Microsoft Teams.
- Proficient and experienced with all aspects of QuickBooks Online.
- Technologically savvy and willing to try and implement new software solutions.

Education and Experience:

- Bachelor's degree in accounting, Finance, Business, or a related field required. M.B.A., CPA certification a plus.
- Three - to five years of professional experience as an accountant, office manager, or business manager, dependent on educational experience.
- Management consulting, government contracting, and service industry experience a plus.

Physical Requirements:

- Prolonged periods sitting at a desk and working on a computer.
- Must be able to lift to 15 pounds at times.

Benefits:

- Employer-paid health, disability, and life insurance
- Optional dental, vision, and AFLAC benefits
- 13 paid holidays annually
- Paid time off – accrual begins on the first day of employment
- 401k is available after 90 days.
- Eligible for education reimbursement

Compensation:

- Competitive salary (\$70,000 - \$80,000) depending on experience.
- Annual bonus aligned to company profitability and contribution.
- Periodic performance bonus' based on individual performance.