

Job Title: Part-Time Finance and Operations Manager (Hybrid)

Location: Hybrid Work

Job Summary: We are seeking a Part-Time Finance and Operations Manager to handle key financial and operational tasks. This role involves managing contracts, billing, vendor payments and compliance, with a focus on improving efficiency. The position is hybrid, allowing for remote work with occasional on-site meetings.

Key Responsibilities:

- 1. Contract and Billing Management:**
 - Organize customer contracts and manage invoicing to ensure timely payments.
- 2. Vendor and Expense Management:**
 - Review and process vendor payments.
 - Monitor employee expenses and reimbursements.
- 3. Invoicing:**
 - Set up recurring invoices, track payments, and send reminders for unpaid invoices.
- 4. Compliance and Tax Management:**
 - Ensure compliance with local, state, and federal regulations, including business taxes and unemployment insurance.
- 5. Process Improvement:**
 - Identify ways to improve processes and reduce costs.
- 6. Expense and Vacation Management:**
 - Track expenses and Vacations and reconcile for reporting.

Work Schedule:

- Part-time, Approx 8 to 10 hours a week (may change in the future depending on how the person performs and if they are willing and capable to take on more work)

Qualifications:

- Bachelor's degree in finance, Business Administration, or related field.
- Experience in financial management, payroll, and compliance.
- Strong organizational and communication skills.

