



BUSINESS MANAGER

BUSINESS MANAGER

Insight Experience is hiring a Business Manager to manage the accounting and financial reporting for our small professional service firm. You will work closely with the partners of the business as well as our employees and delivery affiliates who work directly with our clients.

The ideal candidate will bring accounting experience in a small company, QuickBooks expertise, enthusiasm and organization skills to the work.

The position is 24 hours/week, with the opportunity to hire additional clerical assistance as needed.

This position is located in West Concord, MA.

WHO WE ARE

Insight Experience (www.insight-experience.com) specializes in the development and delivery of experiential learning programs to accelerate leadership development and strategy execution. Our clients are some of the savviest, most progressive and respected companies around the world. We are a unique company of diverse individuals committed to helping leaders learn and improve. We pride ourselves on our client results, our team culture and the work environment we offer.

THE ROLE

The IE Business Manager will be responsible for managing all accounting functions including:

- Invoicing and Expense Processing
- Accounts Receivable
- Accounts Payable
- Purchasing
- Payroll and 401k Retirement Plan

Documentation and Compliance

- Maintain contracts on file
- Ensure data security

Reporting for our cash-based business

- Financial period reporting using QuickBooks
- Produce and maintain Revenue and Cash Flow Projections
- Prepare all yearend reporting and manage multi-state tax filing preparation with CPA

Oversee professional services

- Work with CPA to research international tax liability and manage required waivers and tax filings
- Maintain company insurance policies and prepare insurance audits
- Liaison for banking relationship

Responsible for managing basic personnel functions including:

- Administration of employee benefit programs

- Manage annual health insurance benefit plan review and purchase.
- Manage 401k Plan administration and reporting
- Maintain employee files
- Coordinate personnel onboarding and record maintenance

WHAT WE OFFER

- A team-oriented culture with an opportunity to learn, contribute, and shape the future of the organization
- Casual and flexible work environment
- Competitive compensation and benefits

CANDIDATE EXPERIENCE AND REQUIREMENTS

- BS in Business Administration, Accounting a plus
- Minimum of 8 years' experience in managerial accounting and financial reporting related job
- Strong track record of accurate and timely financial reporting
- High proficiency in MS Office, including Excel, Word and Outlook and QuickBooks Pro
- Ability to be highly organized, self-motivated, multi-task and work independently in office and virtual office setting
- Excellent verbal and written communication skills
- Desire to work in a team-based, entrepreneurial company

CONTACT

Qualified and interested candidates should email the following to hire@insight-experience.com:

- A current resume
- Cover letter