**FINANCIAL MANAGER**

BASILE studio is a unique DESIGN and BUILD studio that is fully vertical on its integration of a multitude of different craftmanship capabilities.  Design ranging from hotels, restaurants, multi-family developments, custom homes to products which can be seen on our online ecommerce store.   Our custom fabrication team creates everything from the shell to all of the interior components. This full circle process delivers a unique and holistic design for each project. Never has this many facets been integrated into one company to provide a one-stop-shop for our clients and our own developments.  Be part of a studio that is forever growing to suit the changings times we live in; own a piece of what is being created. We want to grow together to build a portfolio of our own projects that allow us to live and retire on what we create… a company that creates its own future.

Never have the same day twice, as we are continuously engaging in new products, methods, and ventures.   Help create the methods used to build a strong and better place for the entire team, become a partner.

Our studio is a combination of multiple trades and company types: Design/Architecture/Manufacturing/Procurement and General Construction. We are hiring a Financial Manager to direct and manage accounting and processing activities within the company. This person will manage this department with some support, but mostly on their own.

The Financial Manager is responsible for delivering sound financial advice and setting goals for the accounting team’s activities. They and their team will be fully responsible for monthly close activities, quarterly analysis, financial reporting, and all related accounting activities.

**This Role Offers:**

* Competitive base salary, plus 50% of health benefits (individual), 401(k) match and annual performance bonuses.
* Strong potential for growth within the firm.
* Strong company culture with a focus on Tribal Leadership understanding (required reading)
* Working directly with all department heads to refine the company's already developed process.
* Excellent vacation package and strong work/life balance.
* Career opportunities with our new product companies and development branches that are emerging
* Help in the process of creating our own proprietary software for job costing
* Established, respected company with an excellent industry reputation.

**Focus:**

* Oversee monthly close and reconciliation activities, including GL reconciliation, journal entries, P&L analysis, and related reports.
* Accounts Receivable and Accounts Payable on a weekly basis.
* Working directly with clients and vendors to ensure payments are made in a timely manner.
* Company operates on a cash basis, must be able to prioritize and manage cash flow
* Present financial snapshots weekly to the owner with recommended actions.
* Develop improved business processes and internal controls using continuous improvement methodologies.
* Complete audits, identifying and correcting outstanding errors, compliance issues, and inefficiencies.
* Document accounting activities and procedures via SOP’s to assure process continues when away from office
* Ensure accurate and timely billings that meet all industry/client requirements.

**Skills:**

* 6+ years of accounting experience, including experience in the construction/manufacturing arena.
* Leadership experience working with different department heads.
* Experience in auditing controls, risks, inventory, manufacturing, and operational processes.
* Experience with sales/use tax
* Proficiency with accounting software.
* Experience with ERP software, we are developing our own and will be looking for input and implementation as it grows within the company.
* Excellent communication skills; strong attention to detail and process.
* Software: QuickBooks (Contractor Edition), Outlook, Excel, Paylocity (payroll/HR), Word, Filemaker (ERP).

**Seniority Level**

Senior level

**Industry**

Interior Design

Custom Manufacturing

Construction

Product design and manufacturing

**Employment Type**

Full-time

**Job Functions**

Accounting/Auditing

Finance

Management

**Skills**

Management

Inventory Analysis

Accounting Software

Accounting

Auditing

Sarbanes-Oxley Act (careful with this one, it attacks the tunnel vision type that are with publicly traded corps)

Cost Accounting

Generally Accepted Accounting Principles (GAAP)

Tax Accounting

Internal Controls

**Level of education**

Bachelor's Degree or Equivalent experience

***Relocation assistance unavailable.***