

## Financial Manager (Part-Time)\*

### **Position Summary:**

The Finance Manager will be expected to ensure an annual 10% net profitability (minimum) for revenue of \$6 million.

To do this, the Manager will work with senior leadership to provide business intelligence and recommendations to drive business results.

The Manager will provide hands-on support for finances across the organization, direct staff with bookkeeping responsibilities, implement the company's finance strategy, support of strategic initiatives and define, communicate, and execute awesomeness.

*\*This position is a part-time position that will follow the trajectory of our growing company and transition into a full-time position as required.*

**Reports To:** CEO

### **Essential Responsibilities:**

- Responsible for the overall finance execution across the organization. This includes but is not limited to:
  - annual budget creation,
  - budget and cost management,
  - accounting changes,
  - financial forecasting,
  - accounts payable (check processing), and
  - bank reconciliations.
- Applies in-depth understanding of budget and cost management principles and practices to develop and to administer operating budgets.
- Keep financial records up to date with all financial activity and in compliance with regulations.
- Conveys organizational messages to facilitate the accomplishment of department/workgroup, project or process goals.
- Establishes partnerships and relationships with business partners, stakeholders, and staff members.
- Develops department/workgroup, project or operational goals, objectives and related metrics to ensure alignment with Topiarius' vision/strategy.
- Engages and empowers employees to make process improvements.
- In coordination with senior leadership, holds all staff accountable for financial behaviors and results.
- Measures progress weekly, monthly, quarterly, and annually, making adjustments as needed by preparing reports of KPI's regularly.
- Provides job assignments and on-going developmental feedback to bookkeeping staff.

### **Essential Qualifications:**

- Bachelor's degree in a finance or business related field.
- 5 or more years of experience in a finance related position such as Financial Operations, Cost Management, Accounting, or Financial Planning.
- 5 or more years of experience leading teams in a formal and /or informal leadership role.
- Experience developing presentations and presenting financial information to various levels of management and executives.
- 5 or more years' experience working in a cross functional environment with all levels in the business from individual contributors to executive leadership.
- Expertise in of QuickBooks.
- Excellent computer skills with Microsoft office products, including intermediate Excel skills.

### **Other Desirable Qualifications:**

- Experience in the landscape industry or related field.
- Master's degree in a business related field.
- Experience and knowledge about with various kinds of insurances (e.g. health, liability, workers comp).
- Experience with payroll.

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**Effective Date:** March 2020

### **Hours and Compensation:**

- 20-25 hours per week with to be determined regular hours between Monday – Friday.
- Exempt, salary position: \$38,000 - \$42,000 (rate will be commensurate with education and experience).
- Retirement plan available after 1 year of employment & minimum 1000 hours of worked.

### **Before Applying:**

Visit Topiarius' website ([www.topiarius.com](http://www.topiarius.com)) to become familiar with our company. Review the full job description for this position at <https://www.topiarius.com/jobs/>.

### **To Apply:**

No phone calls, please. Please send the following to [JobOpportunities@topiarius.com](mailto:JobOpportunities@topiarius.com):

- Resume **(as an attachment in MS Word or PDF format)**
- Cover letter explaining why you would be a good fit for this position **(in the body of the e-mail)**

### **Please Note:**

- Final candidates may be required to undergo a background check.
- All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, national origin, or other status protected by applicable law.
- Nothing in this job description restricts the supervisor's right to assign or reassign duties and responsibilities to this job at any time.
- We will not sponsor applicants for employment visas, nor provide relocation costs.
- Topiarius is a non-union shop.