

Job Posting for Business Manager

Job Summary

Carol Fox and Associates, a 25 person Chicago-based marketing and public relations agency specializing in arts, entertainment, and lifestyle clientele, is seeking an experienced Business Manager who will report directly to the President. The successful candidate will have a strong background in accounting with expert knowledge of QuickBooks and Microsoft Office as well as experience managing operations of a small business. In addition, candidate must have excellent communication and organizational skills, have a proven track record of successfully handling many client accounts, and be able to multi-task effectively. This self-starter, problem solver must be a team player who has a high degree of integrity and honesty. The company's environment is dynamic, with a client roster that boasts many of the city's best-known attractions and cultural institutions

Responsibilities and Duties

The Business Manager is responsible for the day-to-day financial and physical operations of the company. The position will also oversee the Office Manager and for working closely with the President and HR Director.

- Manage and reconcile all company bank accounts, credit cards and petty cash
- Manage accounts receivable and payable, including collections
- Process bi-weekly payroll, ensuring all benefits and PTO are properly recorded
- Work with independent contractors to obtain W9s: year-end processing and distribution of 1099s
- Record and track client reimbursable expenses for customized client invoicing
- Prepare monthly, quarterly and ad hoc accounting reports and financial statements for the President and CPA
- Work closely with CPA re: all tax and accounting filings/financial reviews
- Liaise with HR to approve and track all employee benefits and changes
- Maintain PTO records and other personnel files for all employees
- Assist with insurance and 401(k) audits
- Create and track client contracts
- Research cost saving measures for office expenses
- Manage vendor service contracts, subscriptions, and memberships

Qualifications and Skills

- Minimum of 5 years of accounting/operations experience
- Bachelor's degree in Accounting or Finance
- Expert knowledge of QuickBooks
- Time clocking software experience a plus
- Very strong organizational skills
- Self-starter and effective problem solver
- Excellent communication skills
- Must be able to multi-task

This is a full-time, salaried position to begin immediately. Pay will be commensurate with experience. Benefits include employer-subsidized health insurance, optional dental, STD, LTD; paid PTO and holidays, 401(k) and profit sharing/safe harbor plans and free access to many of the best music, dance and theater events in Chicago!

To apply, send a cover letter and resume to Careers@carolfoxassociates.com

No phone calls please.