



BETTER STRATEGIES.
BETTER LEADERS.
BETTER ORGANIZATIONS.

Organizational Performance Group Business Manager Job Description

About the Firm

OPG is an organizational development, management, and leadership consulting firm that believes people and their ability to work together are critical to the success of organizations. We believe organizations that inspire and empower their employees have a competitive advantage.

We help our clients achieve their best by aligning people and processes in support of a shared vision. We work with a small number of clients, implementing customized organizational development services. Our clients are from all sectors of the economy: from well-established companies to entrepreneurial businesses; from government organizations to educational institutions; from nonprofit agencies to religious denominations.

All of our clients are leaders in their organizations who have a commitment to improving their organization so their people can be more effective at achieving the organization's mission while also creating an extraordinary work culture.

Position Description

The Business Manager proactively works with the Partners and Senior Associates in running the firm and ensuring its profitability by managing resources and costs and decreasing risks. The Business Manager attends to the internal structures, processes, and procedures that give the firm a solid footing on which to grow and be successful. The Business Manager is responsible, with the guidance and partnership of the firm's Partners and Senior Associates for the following areas:

- Bookkeeping (40%)
 - A/R, A/P, payroll, bank and credit card reconciliations, journal entries, collections
- Financial planning and analysis (30%)
 - Planning: Cash management, budgeting, forecasting
 - Monthly reporting & analysis
 - Liaison with OPG's accounting firm
 - Tax planning
 - Stock, loan and equity issuance and tracking
- Contracting (15%)
 - Writing and execution of client contracts
 - Review of vendor contracts



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- Information Technology (5%)
 - Oversee 3rd party IT help desk vendor
 - Point person for issues outside of IT help desk vendor's contract scope
- Facilities (5%)
 - Identify and coordinate repair and maintenance issues
 - Office logistics (furniture, employee offices, vendors, etc.)
 - Landlord relations
- Insurances (1%)
 - Renewals
 - Liaison with brokers and employees
- Legal (2%)
 - Liaison with outside counsel
- Organizational and team citizenship (2%)
 - All OPG cultural and team activities

Position Responsibilities

- Financial management and support for partner decision making
- Continually improve OPG's financial processes
- Write contracts for potential clients that reflect the understanding of the client and lead consultant
- Manage HR logistics
- Maintain internal handbooks and protocols
- Oversee the internal functions of the firm so that client services are stellar and OPG's clients are extremely satisfied with OPG's work
- Handle all insurances so that the firm is covered in the event of any insurable incident
- Manage IT issues for the firm, other than the website
- Manage the facilities so they reflect well on the firm and provide a pleasant place in which to work
- Ensure that all equipment functions well and is replaced in a timely manner
- Proactively anticipate business issues and work to address those before they become problems
- Identify and reduce risks to the firm in a cost effective manner
- Ensure that all work, processes, and procedures comply with the law, generally accepted practices, and high moral standards



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Qualifications/Requirements

- Bachelor's degree required; finance or accounting preferred
- 8+ years' experience in a management position, preferably in a similar role
- Proficient in QuickBooks Online
- Excellent writing skills
- Advanced computer skills in Microsoft Office applications
- Innovative and proactive
- Thinks creatively about how an organization can be run
- Able to represent the firm with finesse and effectiveness with all types of people in various levels in organizations
- Ability to work with professional service providers and other subcontractors to ensure successful operation of the firm
- Produces superior results in all endeavors
- Multi-tasking and attention to detail

The Business Manager position is currently a full-time staff position. Compensation and benefits include a base salary of \$65-\$70k, enrollment in a 401k (after one year), health and dental insurance, vacation/personal/sick bank of days (commiserate with industry experience), bonuses, as well as other outstanding benefits and perks. There is potential for upward mobility in our rapidly growing firm.

Review of resumes is ongoing, and the position will be open until filled. Qualified candidates will be contacted for an interview. No unsolicited phone calls, please. We appreciate your interest in working for OPG.