

Business Office Manager

Business Office Manager will be directly responsible for managing key business systems in office, including performing all finance, human resources, and purchasing functions. Position reports to and provides administrative support to President.

Key responsibilities include:

- Perform all A/P and A/R functions, including payroll and taxes.
- Prepare and analyze financial reports, personnel reports, and budgets.
- Act as Plan Administrator for all employee benefit programs, including health insurance and retirement plan.
- Administer policies in firm's office manual, and analyze and update manual as needed.
- Purchase goods and services in accordance with firm's needs and budgetary constraints.
- Coordinate information with firm's accountant, HR consultant, and lawyer, and assimilate changes into business systems.
- Act as secondary Point of Contact for all business concerns.

Core Competencies

- Leadership – Lead by example and always strive to improve yourself and firm's vision.
- Autonomous – Complete required tasks with little or no direct supervision.
- Agility – Respond quickly to client, vendor, and employee needs at any moment.
- Detail Oriented – Maintain attention to detail to ensure accurate information for best decision making.
- Strong Work Ethic – Give 110% effort each and every day to help strengthen core values of firm's vision.

Experience and Education

Strong candidates for this position should possess the following skills and experience:

- Bachelor's degree in Business, Business Administration, or Accounting.
- MBA or CPA preferred.
- 8-10 years of relevant experience in business and office management.
- Thorough working knowledge of QuickBooks, including payroll.
- Thorough working knowledge of current human resource laws and procedures.
- Experience dealing with government contracts a plus.
- Proficient in the use of Microsoft Office products.
- Excellent verbal and written communication skills.

Interested candidates may forward their resume with contact information to contact@viridian-design.net

Position is part-time, 10-12 hours / week average.

About Viridian Architectural Design, Inc.

At Viridian Architectural Design, Inc. we strive for design solutions that not only meet the needs of our clients, but are also of the highest quality standards, sensitive to the environment, and that are authentic to their place so the people who use them also identify with them. Viridian Architectural Design, Inc. is dedicated to sustainable design practices and believes in a collaborative, integrative design approach between clients and consultants resulting in responsive, knowledgeable and efficient service. We rely on the individual attributes and expertise within our firm while enjoying the synergy of our collaborative partnerships. We understand that open communication and efficient project administration are necessary to produce distinctive architecture and complete customer satisfaction.