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## ADMINISTRATIVE STAFF

POSITION: Financial & Corporate Services Manager

REPORTS TO: Managing Partner

POSITION DESCRIPTION: Corporate professional capable of providing leadership for a wide range of corporate services for a mid-sized A/E firm. This would include financial reporting, corporate accounting, project accounting, banking, taxes, strategic planning, budgeting, human resources, benefits, legal contracts, IT, print services and facilities. This role is characterized by its fiduciary nature and close working relationship with IA Partners. The management of Corporate Services must be collaborative in style, service oriented and focused on nurturing communications, building teams and providing strategic support to the IA Mission.

QUALIFICATIONS EXPERIENCE: Degree in Accounting or Business Administration with a minimum of 5+ years' experience in a financial/accounting office. Management experience is highly valued. A solid knowledge and aptitude for back-office process and procedures using an integrated accounting/project management software is critical. We value a work history in an Architecture, Engineering or Construction office and public accounting experience; one which demonstrates professional achievement, high levels of competency, fiduciary responsibility, personal organization, attention to detail, team management and professional business acumen.

### DESIRED PROFESSIONAL AND PERSONAL SKILLS:

- High capacity team player with strong analytical and problem-solving abilities.
- Managing confidential and professional information within accounting/HR environment.
- Abilities to manage conflict, resolve problems, motivate people, and provide alignment of business practices with IA strategic plan & budget.
- Technical aptitude for accounting/project database/software to monitor project performance.
- Ability to synthesize large amounts of information and create reports having clarity and focus.
- Collaborative communication skills which build people and a professional work environment.
- Professional service orientation to support Project teams/Managers and Partners' interests.
- Working knowledge of architectural contracts and legal issues in the construction process.

### MAJOR ACCOUNTABILITIES:

- Assume a fiduciary and corporate leadership role for managing/overseeing a wide range of IA services on behalf of the Partners Group. Oversee back-office accounting functions to support the IA core process. Create plans to improve accounting processes and database integrity; organize accounting/project information for accurate reporting; bank reconciliations, professional insurance coverage, CPA tax information, IA government reporting, legal compliance, and HR & Benefit policy.
- Create organized, professionally-presented management information – financial reporting, forecast & cashflow, project performance, utilization rates and IT Software Licensing.
- Facilitate the internal strategic planning and budget development process. Track corporate and project performance against strategic plan and budget benchmarks.

- Help nurture the IA creative, professional and collaborative culture. This attracts and keeps talented people who contribute to the IA competitive advantage.

#### GENERAL OVERVIEW OF DUTIES ( but not limited to)

1. Contribute to IA mission by building a professional, collaborative and service culture in the Corporate Services Department; one which manages business process, which supports both the IA A/E business model and the Partners Group. Plan for the 21<sup>st</sup> Century Office.
2. Create and distribute a scheduled/accurate package of Partner management reports which include forecast, cashflow, project performance and corporate financials.
3. Ensure accuracy and timeliness of project invoicing, change order documentation, additional service charges and project close. Work with Project Managers on billing verification and collection matters. Interface with customer accounting departments regarding invoicing procedures.
4. **Oversee the corporate accounting services** - policy, procedure, AP, AR, payroll, banking, benefit costs, insurance, purchasing, IT software leases, facilities, bank reconciliations, general ledger review, balance sheet & P&L, tax withholdings, disability insurance and year-end tax planning.
5. **Oversee HR & benefit services** - payroll process, 401k contributions, tax withholdings (payroll service - Dominion), medical benefits renewal, disability insurance and HR policy compliance.
6. **Oversee** project set-up, commissioning and performance within the accounting/project management software/database to insure accurate project information is available for management. Track project management compliance to core process benchmarks.

#### TARGETED AREAS

- A. Financial Management & Reports – analysis, simplification, forecasting,**
  - Department management – actively planning & oversight to improve services
  - Business & analytical reports – corporate health and performance
  - Forecast & cash flow – primary focus
  - Financial reports
    - Cash report & forecast
    - Income statement & balance sheet
    - Performance benchmarks
    - Project performance & % complete
    - Utilization rates by department
    - Customer evaluations
    - Performance to budget & historic performance
    - Banking - cash management & cash requirements collections
    - Policy – robust financial policies and control procedures
- B. Human Resources oversight**
  - HR payroll & benefits – review costs, recommend policy changes to Partners.
  - Compliance - HR policies and processes, employment law
  - Nurture IA Culture – people, customer focused, goals, Innovation, creativity,
  - Employee performance & reviews
- C. Corporate office management & Oversight** – process & flow, asset management, procedures,
  - Systems management & oversight – process & flow and asset management
  - Purchasing – part of Capital spending
  - IT – software leases, assets, services and purchasing
  - Facilities – maintain professional image and quality work environment
  - Policy & Procedural Manual
  - Document management & archiving
  - Facilities services – planning & budget, contract review, maintenance and housekeeping,

- D. **Insurance coordination** - risk insurance, professional insurance, compliance.
- E. **Process & Procedures Manual** – annual update