

BUSINESS MANAGER POSITION AVAILABLE

POSITION	Business Manager
LOCATION	Charlotte, North Carolina
JOB TYPE	Full Time
YEARS OF EXPERIENCE	5+
EDUCATION	Bachelor's Degree preferred

SUMMARY

C DESIGN is an award winning mid-sized architecture, interior design, and planning firm located in Charlotte, NC. Our team works together in an industrial open office with welcoming employee amenities and hospitality areas. We have a close-knit, fun, supportive and collaborative culture.

We are seeking an experienced **Business Manager** to join our vibrant team camaraderie, community-focused mindset, and solid business management process. The ideal candidate will have a strong bookkeeping background and the ability to successfully learn and juggle multiple areas of the business simultaneously. The candidate hired will also have the opportunity to work alongside the current Business Manager as they transition to retirement over the next 6-12 months.

YOUR QUALIFICATIONS

- 5+ years bookkeeping experience in the A/E industry
- Experience with Deltek Ajera software is preferred
- Experience with Microsoft Office software is required
- Thorough understanding of accounting procedures within a design firm
- Basic knowledge of Generally Accepted Accounting Principles (GAAP)
- Human Resources administration experience is preferred
- Experience with AIA Documents is beneficial
- Flexibility, organizational skills and a willingness to help at all times are a must

YOUR RESPONSIBILITIES

Bookkeeping | Accounting

- Perform all accounts payable and accounts receivable functions and processing using Deltek Ajera
- Facilitate project set up and project accounting in Deltek Ajera through entire project life cycle
- Initiate timely vendor invoice approval routing and entry into accounting system
- Generate monthly client invoices using a progressive billing method
- Reconcile all bank accounts and credit card account transactions on a monthly basis
- Monitor accounts receivable aging weekly and contact clients as necessary
- Maintain payroll system and process payroll using Paychex on a semi-monthly basis
- Process employee expense reports
- Maintain a balanced general ledger and accurate financial records
- Provide financial reports, results and information for Principals as requested
- Act as liaison with CPA for all tax related issues and legal requirements throughout the fiscal year
- Cooperate with entities requiring financial audits, applications and reports
- Handle sensitive company information with the highest level of confidentiality

Business Administration

- Effectively prioritize and accomplish tasks and responsibilities using best judgment for the betterment of the firm
- Maintain professional corporation entities and complete annual corporate filings
- Track professional licensure for firm and individuals
- Complete online client-specific project reporting as required
- Create AIA Contract documents for architectural projects
- Maintain current vendor records, certificates of insurance and W-9s
- Confer with corporate attorney about legal issues that may arise
- Manage the firm calendar in Microsoft Outlook, schedule multiple conference rooms, appointments and meetings
- Coordinate inhouse meetings, social activities and presentations with external partners
- Act as liaison with property management for facility repairs and maintenance

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Human Resources

- Provide employment and benefit guidance for team of 23+
- Handle employee onboarding and offboarding
- Screen and distribute incoming resumes, schedule interviews and communicate with applicant
- Maintain personnel files, time off tracking and utilization rates
- Schedule and administer employee performance appraisal process
- Coordinate with agent for medical | dental | vision | life | STD | LTD | ADD insurance renewals and employee enrollments
- Handle all fiduciary aspects and administration of 401K Program compliance with third-party administrator
- Oversee administrative support staff

YOUR BENEFITS

Competitive benefits package available including medical | dental | vision | life | disability insurance, medical flexible spending account, 401k plan with company match, paid time off, seven paid holidays plus one floating holiday, half-day Fridays, remote work, wellness stipend, employee recognition program, tuition reimbursement, testing & licensure reimbursement and discretionary performance bonuses.

Get a feel for **C DESIGN** culture on Instagram, Facebook, and cdesigninc.com. Our team is committed to providing equal opportunity to everyone regardless of gender, race or background, which allows for a diverse range of perspectives. Send your cover letter, resume and salary requirements to jobs@cdesigninc.com. We would love to hear from you!