

DIRECTOR OF FINANCE AND ADMINISTRATION, Boston, MA

Overview:

Business Intelligence Advisors, Inc. (“BIA”), founded in 2001, is a trusted independent investment research and training firm serving institutional investors and hedge funds. BIA’s proprietary behavior assessment methodology was developed within the national intelligence community and has evolved over more than a decade of providing unique, behavior-based training, buy-side research, advisory and due diligence services to support our client firms in making better investment decisions.

The company is currently looking for a Director of Finance & Administration to join our unique venture-backed firm. In this role, you will have responsibility for a diverse portfolio of functions related to accounting and financial reporting and operations, human resources and other critical internal processes. You will serve as an important leader and resource for colleagues in our Boston headquarters as well as remote employees. You must have the highest professional standards and be flexible in responding to the varying nature and complexity of the role. You should also enjoy working with others inside and outside the company, have an entrepreneurial spirit and strive to exceed expectations. This role offers the opportunity for personal and professional growth and a flexible work schedule.

The Director of Finance and Administration reports to the CEO and Vice Chairman.

Primary Roles & Responsibilities:

- Prepare accurate and timely financial reporting and accounting information
- Oversee cash management, cost control, and risk management and have oversight over all bank accounts
- Verify and post transactions to journals, ledgers and other records, and prepare supporting account reconciliations
- Prepare monthly, quarterly, and annual financial statements and reports
- Lead the annual audit and budgeting processes
- Administer all financial plans and budgets
- Oversee client contracts, billing and collections
- In conjunction with outside professional services firms, ensure compliance with Federal, State, local and other financial, tax reporting and regulatory requirements
- Manage the company’s corporate insurance coverage
- Administer payroll, stock option and employee benefit programs and maintain personnel records
- Direct and carry out policies relating to all phases of employee activity
- Handle salary administration and onboarding of new employees
- Work closely with leadership to prepare Board materials
- Handle lease administration and serve as liaison with building management of Boston office space

Qualifications & Experience:

- Bachelor's Degree in Accounting, Finance or Business Administration
- 5+ years in financial administration with demonstrable growth in responsibility, including handling financial data, reporting and audit coordination for a division or firm
- Familiarity with QuickBooks or other financial accounting and reporting software
- Familiarity with Paychex or other comprehensive payroll provider
- A successful track record in setting and successfully executing on priorities
- Ability to multi-task and have an impact on many parts of the organization
- Excellent communication and relationship skills with an ability to work with a variety of internal and external stakeholders in a respectful environment
- Accountable with positive attitude and “can do” approach
- Dynamic and flexible professional, comfortable functioning at both a strategic and tactical level across a diversity of responsibilities.
- Highly motivated self-starter with the ability to work with minimal guidance or direct supervision
- Highest standards for discretion and compliance with regard to the company and our clients.

Compensation and Benefits:

- Competitive salary and equity in a venture backed company
- Comprehensive Medical and Dental coverage
- 401k
- Generous annual leave policy
- Potential for flexible work schedule
- Convenient location in downtown Financial District

Business Intelligence Advisors welcomes candidates that bring unique and diverse backgrounds and experiences. A commitment to serving clients, teamwork, accountability, and integrity form the foundation of a challenging and exciting career at BIA.

Direct candidates only and no phone calls, please. BIA can only consider candidates who are legally authorized to work in the U.S. without sponsorship.

Interested and qualified candidates are encouraged to send a resume and cover letter to recruitment@biadvisors.com. For more information about BIA, please visit: www.biadvisors.com.

BIA is an equal opportunity employer.