



Career Posting – Business Administrator, Madison

Lodgic Everyday Community’s People and Business Resource Center is looking for an energetic Business Administrator to oversee office management and bookkeeping, and the administration of accounting policies and procedures in its Madison, WI, location.

The Business Administrator will work under the Corporate Controller and work alongside other Business Administrators at other Lodgic locations.

Lodgic Everyday Community

Lodgic Holdings Inc., dba Lodgic Everyday Community, is a wholly owned subsidiary of Moose International, one of the world’s largest and oldest fraternal orders.

Over the next few years, 50% of America’s workforce will be self-employed, freelance, or remote-working in some capacity. The traditional work-life balance has changed; work and home are no longer separate, and managing responsibilities to both has become a juggling act.

Lodgic Everyday Community was conceived in response to this dramatic change in the national workforce and changes to the lives of modern families. Lodgic Everyday Community:

- is the nation’s first-ever destination uniting flexible coworking and offices, state-licensed drop-in childcare, meeting and event spaces, and all-day food & beverage under one roof;
- is designed to support and empower modern working families, entrepreneurs, mobile professionals, and whole communities to thrive in their aspirations; and
- delivers an uplifting, service-oriented, collaborative, hospitality-forward experience that serves the modern worker’s need for flexibility and support in key areas of life and at all times of day.

At Lodgic Madison, users are welcome to plug in when they want, how they want, leveraging just one service area or all:

- Lodgic Workplace is membership-based, designed to serve a variety of coworking needs for solopreneurs, small businesses, remote workers, or anyone

who wants a creative, energizing, design-driven, hospitality-forward professional environment where they can enhance their productivity, enrich their professional network, and enjoy professional support and hosting services not otherwise available to today's on-demand workers and small businesses.

- Lodgic Kids Camp is enrollment-based drop-in childcare for children 12 months to 12 years, open to any parent who wants the best of both worlds: a high-quality, fully licensed, play-based learning environment and the flexibility of only paying for the care they use, with extended hours on nights and weekends, plus hourly and weekly package pricing available.
- Everyday Kitchen is a full-service, polished casual restaurant optimized to compete effectively in the overall Madison dining market with a modern American comfort food menu centered on the restaurant's showpiece open-flame spitfire grill, plus creative takes on classic cocktails. A daytime café also provides a coffee and juice bar and a wholesome menu of fresh-made sandwiches, salads, pastries, and all-day breakfast.
- Lodgic Events provides gathering spaces to host meetings, presentations, parties, and memorable catering or cocktail events.

Lodgic Everyday Community is designed as a scalable multi-unit brand poised for national growth. The first location opened in Champaign, IL, in 2018, followed by this second location in Madison, WI, opening in April/May 2020. A third location will open in Louisville, KY, in Summer 2020.

For more information, visit lodgic.org.

Business Administrator, Lodgic Madison

Core Job Responsibilities

- Accounts payable and vendor management, including receiving and scanning invoices, coding them into the Northstar accounting system.
- Assist HR Generalist with bi-weekly payroll processing.
- Assist operations with cash management, maintaining cash on hand, making deposits, and making change for point of sale cashiers.
- Assist with checking and credit card reconciliations.

- Ensure that business transactions from Everyday Kitchen, Lodgic Kids Camp, and Lodgic Workplace are properly and thoroughly transmitted into the accounting system.
- Assist Corporate Controller with record keeping and preparation work for audits and compliance. Assist Corporate Controller with the generation of managerial reports, tracking performance against budgets.
- Primary contact for inventory of and reordering office and operating supplies for the organization (exclusive of food & beverage purchase by the Culinary team).
- Primary contact for cleaning and maintaining the premises, with oversight of contracts and scheduling of these vendors. Conducts daily walk-throughs of the facility and tidies or spot cleans as necessary. Primary contact with Landlord regarding their services, such as trash/recycling, snow removal, extermination, etc.
- Other job-related duties as may be assigned by the Corporate Controller or Madison's Managing Director.

Qualifications

- General knowledge of accounting and bookkeeping.
- Experience in at least one accounting system. Knowledge of Northstar club management system including its accounting functions a plus.
- Excellent computer skills in Microsoft Office. Must include Excel.
- Effective oral and written communication.
- Able to maintain confidentiality.
- Excellent organizational skills – able to multitask.

Education and Experience

- Bachelor's degree or equivalent in Accounting or Business, or equivalent experience.
- Minimum of two plus years of bookkeeping positions.
- Experience with office management preferred.

Compensation & Benefits

- Competitive salary, paid vacation, personal time, and holidays.

- Basic life/AD&D, short-term and long-term disability, and employee assistance program; optional Blue Cross Blue Shield medical (PPO), dental, vision, voluntary life, critical illness, and accident insurance.
- 401(k) retirement savings plan through Voya (safe harbor and company match after one year).
- 50% off shift meal, plus 25% off all non-shift food-and-beverage purchases (up to three guests).
- One complimentary Lodgic Workplace membership.
- Lowest published package hourly rate and free enrollment at Lodgic Kids Camp.

To Apply

Please submit your qualifications and a cover letter to [**careers@lodgic.org**](mailto:careers@lodgic.org).