



Job Description:

Financial Manager/Project Manager

The Company

MindShare Strategies is a small but dynamic full-service marketing and association management firm that provides strategic planning, membership management, marketing, sales, and event management services to its clients. The company specializes in the transportation, logistics and supply chain industries.

About the Position

Looking to apply your skills in financial management, administration and project management? Do you thrive in a dynamic, fast-paced setting where you are resourceful, a multi-tasker, and unafraid to roll up your sleeves and “just do it?” Then our Financial Manager/Project Manager position is the opportunity for you. This is a permanent, full-time position and works remotely. Responsibilities include:

MindShare Administration

- Manage QuickBooks desktop subscription
- Human Resource Administration, which includes onboarding new hires (Federal tax forms setting up tax IDs at the state level) and monthly payroll (calculation of commissions and bonus payments, coordination with MindShare’s payroll administration partner, etc.)
- Coordination of MindShare’s annual tax return
- Travel administration for team members
- Reconcile and pay credit-card billing and bank account statements (monthly)
- General Accounts Payable
- General Accounts Receivable (including calculation and invoicing for MindShare portion of client Conference Sponsor/Exhibitor sign-ups and registrations)
- Calculate and send reimbursables invoices to clients (monthly)
- Ensure all security/fraud protocol are in place and followed to minimize financial or privacy risk

MindShare as Publisher Accounting

- Accounts Payable (includes payment of graphic design, copywriting, printing, and other related service invoices (break down invoices across categories in QuickBooks)
- Accounts Receivable (includes creation and distribution of invoices for magazine and e-newsletter advertising, sponsored content opportunities, and Top List programs; track advertising by company in Hubspot; track paid invoices in QuickBooks and spreadsheets based on deposit reports; follow-up on past-due invoices, etc.)
- Calculate and pay commission payments to association clients

Event Management

- Client event strategy support and management, special events-related projects as assigned
- Manage conference sponsor/exhibitor sign-ups (including creation of forms, management of sponsorship records by company, facilitation of payments, and follow up on overdue invoices)
- Conference attendee registrations (including creation of forms, management of registrations, importation of registration list into HubSpot to track registrations, etc.)

Project Management Responsibilities

- Database management for association clients
- Support of research projects for clients (including survey design, other support activities)
- Management and administration of tech stack (including Hubspot, MemberClicks, other platforms), and ensuring comprehensive policies and practices are in place to minimize financial or privacy risk
- Additional special projects as assigned

Qualifications

Minimum of Bachelor's degree and five years' experience in financial management (bookkeeping and accounting functions). Proven track record of accurate financial management and project management. Successful candidate must have excellent analytical skills, verbal communication skills and strong writing skills, used primarily in formal email communications. Ability to manage multiple projects, perform a variety of tasks, leverage various technology platforms. A wide degree of organizational skills, resourcefulness and creativity is expected. Must be proficient in Microsoft Office products and QuickBooks. Use of Hubspot or other CRM/marketing automation platforms a plus.

Competitive Compensation/Benefits

Competitive base salary plus incentive opportunity based upon achievement of key performance indicators (KPIs). Paid vacation and paid holidays. Retirement Program: After one year, MindShare contributes 3% of your gross compensation to a simple IRA plan.

Interested in this Opportunity?

Submit cover letter, resume and compensation requirements by Jan. 15, 2025 to Cassidy Mullins, Vice President of Operations and Junior Partner, at 952-442-8850 x215 or cassidy@mindshare.bz.