

FINANCE & HR DIRECTOR

Brendan Ravenhill Studio is seeking a Finance & HR Director. We are a design firm located in the Glassell Park neighborhood of Los Angeles, CA, that specializes in lighting, furniture and product design. Since its founding in 2010, the studio has explored material, function, and manufacturing methods to create a body of work that we hope you love. Our products are devoid of excess and ornament, striving for a logical celebration of physics, material and craft.

The Finance & HR Director at Brendan Ravenhill Studio is charged with keeping the Studio in good health. They are responsible for managing Studio finances and reports so that a clear and current picture of the Studio's financial well-being is readily available. They are a key member of the leadership team and work closely with the Managing Director to analyze financials and key growth metrics and ensure that all decisions are made with financial sustainability in mind. Simultaneously, the Finance & HR Director leads the Studio's Human Resource strategy and is responsible for employee recruiting and career development. They must maintain a safe, balanced, and inclusive workplace for all members of the Studio. With both financial and human resource leadership responsibilities, the Finance & HR Director has a unique perspective of the company's well-being and is an essential part of its success and growth.

RESPONSIBILITIES

FINANCE

- Develop and lead the Finance & HR Department policies and processes.
- Generate financial reports for analysis with Managing Director.
- Establish and maintain annual financial calendar and deadlines.
- Manage Studio's budgeting and forecasting.
- Manage cycle of Accounts Payable and Accounts Receivable.
- Complete monthly reconciliations for all business accounts.
- Prepare quarterly and annual tax filings for accountant.
- Manage insurance and business accounts.

HR

- Lead an open-door policy that actively responds to all employee voices.
- Create and lead a progressive HR vision.
- Lead and manage employee recruitment and career development.
- Establish and maintain annual HR calendar and deadlines.
- Ensure legal compliance throughout HR policies management.
- Run bi-weekly payroll and time tracking.
- Administer employee benefits programs.

QUALIFICATIONS

- 5+ years of leadership experience in financial management or business operations with 3+ years of progressive HR experience in a growing organization.
- Bookkeeping experience required.
- Strong financial modeling and data analytics skills.
- High emotional intelligence with a naturally empathetic and approachable personality.
- Clear and intentional written and verbal communication skills.
- Strong business and financial acumen; demonstrated analytical and creative thinking ability.
- Quickbooks Enterprise experience preferred.

If this sounds like you, please send your application to careers@brendanravenhill.com. Due to the large number of submissions, we may not respond to all inquiries. If this is your dream position then impress us with a great cover letter, full of character and devoid of typos.

In your cover letter, please explain why you want to join Brendan Ravenhill Studio and share a professional challenge that changed your perspective on the workplace.

In addition to the cover letter, please provide the following:

- Resume
- Two professional references
- Date you can start
- Compensation requirements