

HR & FINANCE MANAGER

Brendan Ravenhill Studio is seeking a dynamic HR & Finance Manager to help guide our Studio culture and manage our finances. The ideal candidate is passionate about employee engagement and has experience organizing community building activities and events and implementing DEI initiatives. They are a key team member and work closely with the Managing Director and Department Directors to develop and foster career paths for all roles across the organization. They are the champion of the employee experience and must maintain a safe and inclusive workplace for all members of the Studio. In addition to the people and culture side of the role, they are also responsible for keeping the Studio in good financial health. They run the day-to-day finances and support Directors decision-making. The HR & Finance Manager represents a unique perspective on the company's well-being and is an essential part of its success and growth. This is a terrific opportunity to make a deep impact within our tight knit team of creative people and our broader community.

RESPONSIBILITIES

HR:

- Lead an open-door policy that actively responds to all employee voices
- Create and lead a progressive People vision with a focus on diversity, equity, and inclusion
- Establish and lead an Internship Program within our local community
- Lead and manage employee recruitment and career development
- Coach and mentor leadership, management and staff
- Ensure legal compliance throughout HR policies management
- Administer employee benefits programs

FINANCE:

- Lead the Finance policies and processes
- Manage Accounts Payable and Accounts Receivable
- Manage month-end close process
- Manage insurance and business accounts and recurring audits
- Run payroll and time tracking

REQUIREMENTS:

- Bachelor's degree in Human Resource Management or related field and/or Accounting, Finance, or related field
- 5+ years of Finance and Human Resource experience
- People person who enjoys building and nurturing relationships
- High emotional intelligence and academically curious
- Passionate about fostering interdepartmental teamwork
- Strong sense of ownership and initiative
- Excellent analytical skills
- Excellent spreadsheet skills
- Experience with Quickbooks Enterprise, Google suite, ERP applications (ideally NetSuite)
- HR Certification preferred
- CA employment law, policy and compliance knowledge preferred

BENEFITS:

- Medical, dental, vision and life insurance
- Paid time off, winter holiday break and Summer Fridays
- Profit Sharing Program
- Retirement plan contributions
- Employee discount on Brendan Ravenhill Studio products
- Studio wood and metal shop usage
- Studio lunches and snacks
- Mobile phone stipend
- Parental leave and sabbatical

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