

We're Hiring: BUSINESS MANAGER

sprouthouse

Position Title: Business Manager
Reports To: Vice President
FLSA Status: Exempt
Location: Portland, ME or Nashville, TN (hybrid/remote work from within the city)

ABOUT SPROUTHOUSE

Sprighthouse began in 2012 as Polished Pig Media, a localized public relations firm headquartered in Charleston, SC. Over time, we have adapted and expanded our footprint and offerings to reflect the shifts in the marketplace. Today, we are a full-service agency with over 25 team members. We're headquartered in New York City with additional office locations in Atlanta, Birmingham, Charleston, Durham, Louisville, New England, Nashville, Richmond, and Washington, D.C., servicing clients not only in those cities but also in many other communities we know and love. Through creative services, strategic storytelling, and fostering meaningful connections, we serve as our clients' most passionate advocates and help them achieve their goals.

Sprighthouse believes that a broad range of ideas, life experiences, and backgrounds enriches our workplace, contributes to innovative thinking, and attracts talented people. We are committed to providing equal employment opportunity regardless of race, color, ancestry, religion, sex, national origin, sexual orientation, age, citizenship, marital status, disability, gender identity or expression, or Veteran status. We are eager to welcome team members who share this belief as we strive to create an environment that reflects the rich cultural and racial diversity of our communities.

ABOUT THE CANDIDATE

Sprighthouse is seeking a self-motivated, organized, and resourceful professional with at least 4-5 years of relevant experience to serve as an Business Manager. Relevant work experience with Agencies or client services experience (advertising, PR, communications, media or legal) is preferred. Skills and characteristics essential to the success of this position include excellent time management and organization, relentless passion and curiosity for process improvement, a solutions and system-oriented approach, and comfortability juggling multiple priorities. We're looking for an analytically minded individual who can bring new energy, expertise and vision to the finance and operations department and take on projects that are central to our short- and long-term growth and profitability initiatives. Excellent computer skills with proficiency in Microsoft Excel, Quickbooks, and database systems are mandatory. This position is part of a dynamic team that works in a fast-paced environment where sharp attention to detail and the ability to work nimbly and cross-functionally is crucial to success.

ABOUT THE JOB

This role is instrumental in supporting and maintaining smooth operations, administration, and finance functions, including maintaining organizational systems, managing internal financial controls and budgeting, coordinating with human resources, and providing project and administrative support to drive efficiency and profitability for the agency. The position's primary goal is to support the Vice President and ensure the day-to-day business and financial operations of the organization run effectively and efficiently.

BUSINESS AND FINANCE OBLIGATIONS 60%

- + Maintain and manage all accounts payable/ receivable (AP/AR) transactions, producing reports weekly.
- + Ensure all AP/AR requests are resolved and communicated in a timely manner to internal and external parties.
- + Support the monthly financial close process. Work with the Vice President and Accountant to ensure all income and expenses are correctly entered and coded in QuickBooks and accounts are reconciled.
- + Support Finance Director in reviewing bank reconciliation reports and bank statements each month, collections on open invoices, incoming payment application, etc.
- + Provide Accountant/CFO with documentation needed to produce monthly financial statements; Reconcile monthly activity working closely with the Vice President and Accountant
- + Oversee and execute Payroll including calculating employees' compensation, updating internal payroll databases, preparing monthly, quarterly and year-end payroll statements, and ensuring timely payments.
- + Track, manage, and execute bonuses for staff, ranging from new business incentives to salary increases for incentivized hires, etc.

- + Support the development of an annual company budget with Vice President and CFO.
- + Keep financial files organized, up-to-date, and accessible for the Vice President, CFO, Accountant, etc.
- + Manage and oversee the onboarding and renewal process for both new and existing client contracts, interfacing with the Executive Team to ensure timely renewals and seamless delivery of key documents.
- + Develop Excel financial models with the Leadership team to help drive decisions for market and vertical expansions.

INTERNAL OPERATIONS AND ADMINISTRATION

- + Maintain internal business systems, conduct data entry and record updates as needed including but not limited to timesheet systems, user licenses, physical mail/check deposits, CRM / project management platforms, and database systems as needed.
- + Support in the development and presentation of monthly, quarterly and annual budget management reporting (e.g. timesheet/overservicing reports, dashboards, P&Ls, etc.); provide summaries to the Executive Team, including insightful explanations and trends analysis.
- + Proactively identify opportunities and provide strategic counsel to Executive Leadership on financial decisions in partnership with the Vice President - ranging from capacity management to client profitability to new business proposals.
- + Act as a liaison with all vendors, including overseeing all benefit management for the agency (i.e. insurance brokers, 401k, FSA plan, etc.).
- + Oversee new hire paperwork, including coordinating with staff on benefits enrollment, employee offboarding, and respond to basic benefits question
- + Stay up to date on best practices to recommend and implement improvements to our internal systems; work closely with leadership and client teams to identify, design, implement and manage policy and process updates.

REQUIRED SKILLS/CHARACTERISTICS

- + Excellent communicator
- + Team player
- + Detail-oriented and organized
- + Deadline-driven
- + Technically proficient
- + Professional demeanor
- + Eager to learn
- + Proficient multitasker
- + Problem-solver
- + Self-motivated and proactive
- + Reliable with strong follow-up skills

THE PERKS

- + Generous number of vacation/personal/sick days per calendar year
- + Year-round “Summer Friday” hours
- + Paid time off for community/volunteer work
- + Remote/hybrid work setup
- + Team outings and retreats
- + Monthly wellness stipend
- + Monthly cell phone reimbursement
- + Twelve weeks fully paid parental leave
- + Professional development fund
- + Company-subsidized health & dental insurance
- + 401(k) with company match

IMPORTANT INFORMATION

Education: Bachelor’s Degree strongly preferred, with focus in Finance, Accounting, Business, or other relevant fields

Experience: 4-5 + years

Travel: N/A

To apply for the Business Manager position at Sprouthouse, please send a cover letter and resume to jobs@sprouthouseagency.com. We accept applications on a rolling basis and will contact you if we feel your application might be a match for our needs. Note: While essential elements of this job are described above, they may be subject to change at any time.