

**JOB TITLE:** Director of Business Administration

**REPORTS TO:** Principal/Owner

**SUPERVISES:** Office Manager and oversees external vendor relationships.

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Real Projectives® provides construction, project, and program management services to drive results and minimize risks. Clients ranging from small business owners to the largest institutional real estate investment firms trust us to help them acquire, renovate, improve, and develop a variety of property types thereby making a difference in neighborhoods throughout the United States.

We seek thoughtful and hard-working people to join our growing company. Employees work in a supportive team environment, generally with dozens of consultants and contractors, to successfully complete numerous projects each year. You will directly contribute, have significant opportunity and challenge, and be appreciated for results. We offer comprehensive compensation including competitive salary, profit-sharing bonuses, work from office, home and travel, community and industry engagement, along with benefits such as paid time off, group health and life insurances, retirement plan, and continuous learning.

We're on a mission to hire the very best and are committed to creating exceptional employee experiences where everyone is respected and has access to equal opportunity. We realize that new ideas can come from everywhere in the organization, and we know the next big idea could be yours!

#### **SUMMARY:**

Do you have experience growing a small service company? If so, we want to talk to you!

In this role you will be part of the leadership team responsible for running the business support department and driving excellence through operational cadence, business insights, and financial acuity.

#### **PRIMARY RESPONSIBILITIES:**

- Identify and own key projects to drive financial and operational efficiency managing accounting, finances, facilities, and technology.
- Be a thought partner to leadership on the organization's priorities and goals, challenges.
- Design and implement the business and finance systems and processes that will enable Real Projectives to scale effectively and efficiently.
- Enhance accounting practices to improve controls and forecast for better decisions.
- Manage a documented system of sound accounting policies, procedures, and systems.
- Supervise preparation of our fees and expenses billing (typically monthly) by projects to clients.
- Calculate financial and operating metrics, analyzing and reporting to management.
- Ensure that the Company complies with applicable local, state, and federal government reporting requirements and tax filings.
- Develop relationships with banks and financiers as partners and clients.
- Prepare the annual operating and capital budgets and update forecasts when needed.
- Manage cash and treasury operations.
- Calculate financial and operating metrics, analyzing and reporting to management.
- Manage office manager, facilities and technologies for more productive and effective work.
- Direct recruiting, training, benefits, and retention for high-performing teams.

## **JOB CHARACTERISTICS:**

- Get satisfaction and meaning by digging deep into the data, thinking from first principles, and delivering the best results.
- Enjoyment doing whatever it takes to execute on complex projects.
- A proven track record for working well across teams and with external partners.
- Low ego and have a knack for working well with a wide range of people.
- Analytical, problem-solving and strategic thinking.
- A process-oriented mindset and ability to lead people to get things done.

## **QUALIFICATIONS:**

- Minimum five (5) years working experience as finance or business manager.
- Experience successfully growing small professional service business(s) (preferred).
- Senior level experience in managing employees and teams.

**Ready to Apply? Click [Here](https://realprojectives.applicantstack.com/x/detail/a208elbdi6hi)**

[or copy & paste this link to your web browser: <https://realprojectives.applicantstack.com/x/detail/a208elbdi6hi>]

*Real Projectives provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to national origin, race, skin color, religion, age, disability status, genetics, protected veteran status, sexual orientation, gender identity, or any other characteristic protected by federal, state or local laws.*