



Financial Manager

kc|ID, LLC is a boutique full-service interior design firm in Austin, TX that specializes in high-end residential, multi-family/student housing, and commercial projects ranging from hospitality to private healthcare offices. We are currently looking for a Financial Manager with at least 3-4 years of experience in the financial field, with preferred 2+ years in the A&D industry. Exact salary range will be based upon Candidate's experience and skill level; kc|ID does provide paid time off, company holidays including employee birthday, continued education units, philanthropy opportunities, team building events, a SEP-IRA (following 1 year of employment), merit-based bonuses and monthly cell phone/mileage reimbursement. We do not provide healthcare at this time.

This full-time position offers an incredible opportunity for an energetic, self-motivated, highly organized, detailed, and dedicated individual looking to be a part of a friendly and well-respected design team while working in a fast paced, creative environment.

Expenses associated with the interview process and/or moving and relocation expenses will be the applicant's responsibility.

Responsibilities:

The Financial Manager will work as an integral part of both the business and procurement teams within kc|ID, performing the following duties with supervision by and collaboration with the Studio Director and Principal Designer. This role will work closely with the kc|ID Procurement Team on a daily basis.

Procurement Financials (+/- 40% of time per month):

- Oversee and thoroughly manage financial health and status of kc|ID procurement projects, including initial budgeting for all purchases in scope, coordination with design team on historical numbers and recommended adjustments, ongoing reconciliation of all orders and charges through project with procurement team, collaboration with 3rd party vendors (warehouse teams, installers, delivery, etc.) for quotes and invoice reviews, and overall financial reconciliation at project close.
- Daily, work closely with Procurement Team on consistent basis for full familiarity on project order status, timeline, expected next steps, etc. Expense Report management of all project orders, including consistent review of procurement software inputs, to manage all vendor payments and financial requirements. This role will lead all procurement financial discussions, confirmations and reconciliations with Procurement Team.
- Weekly, meet with Procurement Team at regularly scheduled time to ensure all priorities for each week or known and discussed, documented with key goals and timeline scheduling add to calendar in preparation for weekly updates required for each Lead Designer and Monthly meeting efforts.
- Prepare key updates and insert noteworthy reporting into Project Summary, used in weekly staff meetings by Lead Designers.
- Gather necessary 3rd party quotes, schedule, and contract for each procurement project. Review and pay monthly 3rd party invoices per project and analysis of costs vs budget on monthly basis.
- Familiarity with Design Team-provided and Client-Approved FFE budgets. Confirmation and analysis against recent similar project types for accurate budgeting purposes. Ongoing analytics of FFE budgets vs actual costs for leadership review.
- Develop Cost-of-Goods invoice for approved FFE Budget for Principal review and submission. Set up and manage project escrow bank accounts, along with Principal and kc|ID preferred Financial Institution, for all client-submitted project funds.
- Full coordination and team scheduling of various project specific required payment methods, such as in-person wire transfers at kc|ID local bank, understanding and planning for international exchange

requirements/security checks, all company accounts payable check requests, ie: vendor payments, office rent, etc. with Procurement Team, Principal, and kc|ID financial institutions as required.

- Review and reconciliation of all kc|ID project payment methods (credit cards, check deposits, bank transfers, wire transfers, cash apps) with Procurement Team, against placed orders for confirmation of all accurate payments against approved purchase order amounts and understanding of any changes for approval or notation.
- Monthly review of Expense Reports with Procurement Manager. Following completion and cross check, lead monthly presentation meeting of each project expense report to project Lead Designer to report on project financial health, forecasting for any potential issues or cost increases, current known overages and/or savings, and confirmation of total internal transfer required to kc|ID from Project Escrow accounts against charges paid. In depth discussion with Lead Designers for comprehensive project planning purposes that support and maintain client expectations and collective kc|ID team decisions that influence remaining design service efforts. Coordination and reporting of needed transfers to Principal and oversight for completion/accuracy.
- Coordinate with Design Team when miscellaneous or out of scope items related to a project may be requested for order, including quote review/invoice drafting, confirmation of mark up or other fees needed, order placement and/or reconciliation of costs against payment method, and best practices for tracking and closing out order.
- Along with Principal, Studio Director, and Procurement Manager, in depth/ongoing review of procurement ordering process, fee structure, and systems in place to ensure efficiency and profitability. Periodically provide time and financial analytics on projects, vendor relations, and overall procurement process, inclusive of recommendations or solutions as needed to support firm growth and evolution.

Accounts Receivable Financials (+/- 40% of time per month):

- Oversee and manage internal project finances for services provided on Design Team projects and client invoicing needs against provided Project Contracts and estimated hours/fees.
- Monthly timesheet reporting per project with comparison to project contract and percentages complete, for submission to Design Lead for review and comment. Discussions of status, overages and/or planning for adjustments, initial invoice drafting, and general coordination with kc|ID bookkeepers and Principal for invoice submissions.
- Development and ongoing maintenance of service invoice progress reports and server folders per project with overall project health tracking, notation of invoices submitted, saving and digital organization of submitted invoices.
- Eventual input and review of project contract drafts to ensure any areas that require adjustment from historical numbers, review/updating of phase or hour breakdowns, etc. are addressed. Analysis of key phases, overages, and trends for implementation of any changes or adjustments.
- Weekly, printing out team member timesheets and calculating billable percentage for distribution to Design Team Leads for review.
- Confirmation of all time and reimbursables entered per team member for coordination with kc|ID bookkeeper on payroll weeks.
- Quarterly, reviewing total billability for team at large against financial goals and collaboration with Studio Director and Principal on status, growth, areas of concern, and overall business health. Eventual assistance with setting financial goals and discussing best practices for achieving higher efficiencies.
- Review and reconciliation of all kc|ID project payment methods (credit cards, check deposits, bank transfers, wire transfers, cash apps) for any internal kc|ID purchases or payments, in conjunction with Procurement Team and kc|ID bookkeeper, on monthly basis to ensure all financials are reconciled and accurate.
- Ensure all project-related reimbursables are invoiced and accounted for.
- Oversee Marketing Team and kc|ID events/trade shows annual budget vs actual expenses and report bi-monthly to Studio Director and Principal Designer in scheduled Operations Meetings.

General (+/- 20% of time per month)

- General understanding of overall kc|ID financial health, both internally and on procurement projects, and coordination with appropriate team members and/or outside kc|ID partners to ensure accurate accounting records.
- Attendance at weekly staff meetings with updates on project financial status and areas of concern to discuss with other project team members for efficient planning.
- Support overall kc|ID team with minimal office or project needs as they arise, including potential item receiving/inspection, site visit or attendance at furniture install to coordinate with warehouse team, etc.

- Maintain daily timesheet and mileage entries as required for payroll/reimbursables.

The ideal candidate will have:

- Minimum 3-4 years of experience working in an accounting or financial role, preferably within an A&D environment or understanding of A&D industry.
- Bachelor's degree in Accounting or related financial field
- Familiarity with typical Furniture/Art/Accessory Procurement process preferred, including coordination with 3rd party vendors such as warehouses and installers.
- Familiarity with monthly invoice structures for Professional Services, including reviewing timesheets and hourly-fee structures.
- Proficiency required in Microsoft Office Suite (Excel, Word, Outlook, Powerpoint), Google Suite (Google Sheets, etc), Adobe PDF, and Slack.
- Familiarity with Function Fox timekeeping software, Quickbooks Online, and Ivy/Houzz Procurement software a plus.
- Familiarity with Mac equipment – kc|ID is a Mac based firm.
- Steady and reliable personal transportation. Project errands, meetings, site visits and other efforts require consistent access to a vehicle.

The ideal candidate will be:

- Flexible, willing and able to focus on multiple projects and/or office priorities in various stages at one time.
- Passionate about design and creative field; understanding of uniqueness in collaborating with creative minds against logistics and financial needs.
- A planner who can complete tasks on schedule, including strong self-prioritizing and time-management skills with little to no supervision.
- Highly organized and interested in managing multiple aspects of projects at one time. Able to multi-task and pivot to emergent needs as they arise.
- Detail oriented, observant and a critical thinker; offers excellent analytical and problem-solving skills based on evidence, historical experience, and other resources available.
- Ability to work both independently and in a collaborative team environment or with a direct supervisor – kc|ID is a highly collaborative firm. Must communicate throughout the business day with team members as needed. Must prioritize and seek to meet with team members to ensure deadlines and information exchange is maintained per schedule.
- Honest and trustworthy, with a positive attitude and friendly demeanor.
- Ready to collaborate in a mostly in-office environment. kc|ID requires in-office work during bulk of hours Monday-Thursday with flexible remote Fridays (pending any booked meetings or other in-person requirements). Team member will need to be fully available during all working hours, 8:30-5:30 M-Th and 8:30-2:30 Fridays (with coffee/lunch breaks expected).

Please submit work samples along with your resume and cover letter to careers@kellecontine.com with the subject line: "Financial Manager". References required. Submissions that do not include all of the items stated above will not be reviewed.