



160 Gould Street, Suite 201
Needham, Massachusetts 02494
781-444-1237

The Company

In4mation Insights is an internationally recognized firm in the marketing research and analytics field and is known for its industry-leading theoretical and practical leadership and advanced technology. The firm's leaders have more than 30 years' experience in consumer research, data analytics, modeling and technology to deliver answers related to Pricing, Marketing ROI, New Product Development, Market Structure and Consumer & Market Segmentation. The firm has a global footprint and has worked with a number of Fortune 200 companies.

The Position: Director of Finance & Administration (DFA)

This is a part-time position, likely on-site for 20hoursper week.

Our overall budget for the critical support areas is limited, so besides the finance functions, we are looking for someone to help manage human resources and legal, in coordination with senior staff.

Reporting to the Senior Partners, the Director of Finance and Administration will define the process and implement the systems needed to support the growth of the firm over the next five years.

The DFA will be involved in strategic planning, evaluation, and professional development initiatives, as well as planning for the company's expansion to new locations in other cities, as needed.

Specific responsibilities include:

Financial Management

- Review and approve preparation and finalization of monthly and annual financial reporting materials and metrics using Quickbooks Premier.
- Oversee budgeting, financial forecasting, and cash flow.
- Manage one part-time bookkeeper; hire and retain other support staff as needed in the future.
- Serve as a business partner to the Senior Partners on the organization's financial, budgeting, and administrative processes—including HR, payroll, and benefits functions—with an eye to continuously developing and improving systems.

Qualifications

The DFA will have at least five to eight years of relevant professional experience. She or he will have experience creating and driving the analytic framework for planning and managing organizational change in a highly entrepreneurial organization.

The best DFA candidate will have the following experience and attributes:

- Bachelor's degree (MA/MBA preferred) in Business, Management, or Finance
- Excellent people skills, with experience collaborating in a multidisciplinary, diverse, and dynamic team
- Demonstrated experience in financial management and accounting, especially using Quickbooks
- Experience should include legal, audit, compliance, budget, and resource development
- Demonstrated resourcefulness in setting priorities, proposing new ways of creating efficiencies, and guiding investment in people and systems
- Proven effectiveness interacting with highly educated professionals
- Flexible and a self-starter; able to multitask while also being highly detail-oriented.
- Personal qualities of integrity and credibility

Compensation

- Competitive salary with potential for bonus
- 100% individual health and dental insurance, 75% for family
- 401K plan with employer matching
- PTO bank – combination of vacation, sick, and personal days

Next Steps

If you are interested in this position, please send to jobs@in4ins.com:

- A letter of interest with an updated resume and salary requirements;
- Highlight how your background, experience, and temperament will mesh with the description above;
- Mention how soon you would be available to start; and,
- Tell us your visa or immigration status (if applicable).

We are located in Needham, MA just off Route 128. We are not near public transportation, so owning a car is necessary. See our website www.in4ins.com for additional details about the company.