



Finance Manager

Home Office in Holland, MI

SpinDance, a leader in custom Internet of Things (IoT) software, is looking for a Finance professional to support our Accounting, Tax and Payroll functions for our existing and future startup business services.

What You'll Do

Payroll Administration:

- Primary owner of the ADP Payroll system.
- Ensure payroll records are accurate, approved for processing and integrated into the financial system.
- Maintain compliance of tax withholding tables, benefit deductions and garnishments.
- Coordinate payroll deductions, garnishments and pay increase.
- Coordinate annual wage increase process, and commissions and bonus program.
- Manage confidential and sensitive information with professionalism and ethical standards.

Accounts Payable/Accounts Receivable Management:

- Oversee accurate processing of accounts payable checks, wire transfers and ACH payments.
- Provide oversight to the accounts receivable function and work with customers on late payments.
- Record, prepare and process payments to ensure bills are paid accurately and on time.
- Submit invoices to customers.

Financial Oversight:

- Perform all financial functions and lead related staff in the organization.
- Develop, implement, and monitor annual goals and objectives for finance.
- Create and manage a system of internal financial controls and oversight.
- Prepare and submit reports of financial functions to assist leadership decisions.
- Ensure essential data is collected, communicated, maintained, and utilized for the financial function.
- Review budgets for each department to align with corporate goals.
- Develop innovative initiatives to enhance efficiency and effectiveness of financial functions.
- Ensure audit compliance for records related to financial, accounting and payroll systems.
- Maintain shareholder stock registry and stock valuation.
- Coordinate with outside firms for tax preparation and planning.
- Asset management.
- Assist in month end closing.



What We're Looking For

- Bachelor's degree in Accounting, Finance, or similar focus preferred.
- 5+ years' experience in a similar position.
- Knowledge of cloud based HRIS/Payroll systems preferred.
- Broad knowledge of accounting financial systems.
- Strong analytical skills and attention to detail.
- Thorough knowledge of accounting rules and regulations.
- Experience with subsidiaries and new ventures preferred.
- Able to work a flexible schedule to ensure payrolls and month ends are completed timely.
- Strong communicator with ability to interact with all levels in an organization.
- Strong work ethic, integrity and confidential in all company matters.

Why SpinDance?

SpinDance is a 20-year old, profitable software company focused on craftsmanship and pragmatic solutions. Our team of around 50 includes people of all ages and walks of life, and who love waking up every day to solve all sorts of interesting problems.

Here's what we offer:

- A competitive salary.
- A fun, caring team who holds ourselves accountable for results, and values a healthy work/life balance.
- Flexible hours and locations. As knowledge workers, we understand the need for balancing community and collaboration with deep focus. We use Scrum to stay connected, but we trust our team to work where they want when they want. We work hard on creating an office environment you want to come to.
- Standard 40 hour work weeks. We understand the best work comes from reasonable schedules sustained over months and years, not death marches. There are times where more work is expected, but in general we aim for 40 hour weeks.
- Great healthcare and dental insurance.
- 2 to 4 weeks of paid vacation and time off.
- A matching contribution of 100% on the first 3% of your eligible earnings and an additional 50% on the next 2% of your eligible earnings that you defer in the 401K plan.
- Ongoing professional development, including books, conferences and certifications.
- A paid day once a year to volunteer at the non-profit organization of your choice.



Interested? Let's Talk.

If you want to learn more, drop us an email at careers@spindance.com. Make sure to include the following:

1. Your resume.
2. Contact info, including your name, email address, and a good phone number to reach you at.

We'll get back to you within a week to continue the process.