**Job Description - Business Operations & Finance Manager**

Fleet Feet Sports, Winston-Salem

New Balance Winston-Salem

Reports to: Owner

* Provide operational, financial and accounting support for Fleet Feet Sports and New Balance stores.
* Participates in the development of operational procedures and strategic initiatives for both businesses; responsible for execution of targeted business initiatives.
* Proactively support our corporate mission and vision.
* Demonstrate personal ownership of the Fleet Feet Sports and New Balance Winston-Salem brands.

Accounting and Financial Responsibilities:

* Oversight of Inventory Receiving and Bookkeeping functions
* Oversee reconciliations and resolve/research discrepancies
* Process accounts payable on a weekly basis
* Process payroll
* Budget development and tracking
* Weekly / Monthly / Quarterly financial reporting to owners

Store Operations Support and Data Analysis

* Support category managers with sell-through, inventory reporting and forecast generation.
* Customer database management. Participate with marketing team to manage and utilize customer records.
* Oversee maintenance of back room. Develop and maintain processes for effective and organized back-stock management and inventory accessibility.
* Participate with buyers and managers to insure inventory and reporting accuracy (inventory stocking, back-stock maintenance, audits and cycle counts).
* Assist managers and buyers to assure that back of the house processes give us the best chance for continued business growth, profitability and effective cash management.

Job Requirements:

* Previous experience with accounting and financial management required, preferably with an inventory management and retail focus.
* Advanced Excel and database management capabilities.
* Must demonstrate problem solving ability and analytical skills, as well as an ability to work independently.