



SynerTel

**3450 Third Street Suite 2B
San Francisco, CA 94124**

Manager of Finance & Administration

Ready to take a step forward in your career? Want to work in an environment where we prevent problems, rather than react to them? Interested in learning something new every week?

SynerTel offers complete business technology life-cycle care, high reliability flat-rate managed IT services, cloud computing, and virtual CIO support to client firms who choose to focus on their core competencies. Other services include audits/refunds of service providers and carriers, managing other technology vendors to provide a single accountable point of contact, disaster recovery & business continuity planning, regulatory compliance, and ongoing security testing. Clients enjoy virtual CIO services, friendly competent user support, and the relief that having a trustworthy long-term technology partner provides.

We are a 24 year strong technology solution provider with clients in 40 states and 7 countries abroad. Our SF offices are located in India Basin, with free unmetered street parking and Muni T line service to our doorstep.

You will be responsible for

- billing and finance as implemented in ConnectWise and Quickbooks (A/R, A/P, G/L, collections)
- contract management and renewals
- tax accrual and reporting (sales/use, various locality revenue taxes, etc.)
- budgeting
- auditing the work records of line staff and sub-contractors
- general business vendor relationships (real estate, insurance, supplies)
- participating in strategic planning as SynerTel continues to evolve!

We are currently seeking a highly skilled individual who:

- works well as a team member in a high-energy dynamic environment
- handles responsibility well
- has excellent verbal, writing, and people skills

- values & actively participates in continuous learning, and adapts well to changing situations
- documents accurately
- has proven ability to organize & complete work efficiently

REQUIRED - Quickbooks experience; strong Excel skills; 5+ years in increasingly responsible finance / admin positions;

DESIRABLE - experience with Connectwise (best) or similar Professional Automation packages; Sales/Use Tax reporting in California.

Apply with resume & salary history to hr@synertel.com