



## FINANCIAL AND ADMINISTRATIVE MANAGER POSITION

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APD Urban Planning and Management LLC. (APD-U) is seeking to fill a full-time Financial and Administrative Manager to oversee the financial and administrative functions within our offices. This leadership role is essential in driving financial sustainability, ensuring operational efficiency, and supporting the strategic goals of the overall organization. We are interested in a proactive problem solver with strong accounting, organizational, and interpersonal skills, a detail-oriented professional with a background in community development, real estate development, or urban planning. The ideal candidate must have a positive attitude, strong work ethic, and EXEMPLARY CUSTOMER SERVICE. APD-U is a planning firm focused on urban neighborhood revitalization and community development. Our firm consists of experienced professionals in multiple disciplines, including neighborhood and urban planning, community redevelopment, construction management, and real estate development.

### Responsibilities include but are not limited to:

- Financial Management:
  - Assist with the development, management, and monitoring of annual budgets in collaboration with leadership.
  - Oversee daily accounting operations, including accounts payables/receivables, and general ledger entries.
  - Prepare and present monthly, quarterly, and annual financial reports to leadership.
  - Ensure compliance with tax, regulatory, and legal requirements, including audits and filings.
  - Maintain internal controls to safeguard organizational assets and mitigate risks.
- Administrative Oversight:
  - Implement and maintain financial and administrative systems (e.g., accounting software, CRM).
  - Reinforce organizational policies and standard operating procedures.
  - Manage day-to-day office operations, including facilities management, vendor relationships, and procurement processes.
  - Coordinate IT support and ensure organizational technology is up-to-date.
- Leadership and Strategic Support:
  - Recruit, train, and manage administrative staff, fostering a culture of accountability and collaboration.
  - Provide insights and recommendations to improve operational efficiency and financial sustainability.
  - Assist with building and maintaining relationships with external partners, vendors and auditors.

### Qualifications

This position requires a combination of skills, experience and education including but not limited to:

- Bachelor's degree in finance, Accounting, Business Administration, or related field.
- Strong knowledge of accounting principles, budgeting and financial forecasting.
- Proficiency in Quickbooks Online, Excel and other administrative tools.
- Proficiency with Microsoft Office 365 apps is strongly preferred.
- Working knowledge of tax laws and audit procedures.
- Strong interpersonal and communication skills to work with diverse teams and stakeholders.
- Capacity to manage multiple, high-priority assignments and projects.
- Must be innovative, detail-oriented, experienced in highly visible/controversial projects.
- Ability to adapt quickly to change, including new technologies and procedures.
- Excellent oral presentation, organizational, and written communications skills.
- Ability to work with minimal supervision.



Minimum Experience & Training

Bachelor's degree in Finance, Accounting, Business Administration, or related field is required. A minimum of three (3) years of professional experience in financial management, administrative operations or related experience or a related field is required; five (5) or more years professional experience is strongly preferred. Project management experience highly desirable.

Salary

Negotiable

COVID-19 Precautions:

Remote interviewing process can be requested.

Benefits

Liberal Paid Time Off Policy

Health care reimbursement

401K Plan

Professional Development allowance

COVID-19 Precautions:

Remote initial interviewing process can be requested.

Location:

Location is full-time, onsite in our Atlanta office.

Submission Instructions

Please submit the following documents via email to Bridget Wiles, [info@apdurban.com](mailto:info@apdurban.com) (No phone calls accepted)

- Cover Letter
- Resume
- 3 references with complete contact information
- Portfolio demonstrating examples of skills applications

**Incomplete submittals will not be considered or reviewed. No phone calls accepted.**