

# Operations Manager

## Description

FirstIgnite is a fast-growing technology company transforming how organizations collaborate with universities to bring innovations to market. Our mission is to accelerate the commercialization of research by enabling meaningful industry-academic partnerships. We're a remote-first company with a dynamic and entrepreneurial culture, and we're looking for team members who are excited to help build something meaningful from the ground up.

## About the Role

We're looking for an experienced, detail-oriented, and highly organized **Operations Manager** to join our team. This person will play a critical role in ensuring our financial, HR, and operational functions run smoothly. You'll work closely with leadership to manage day-to-day operational tasks and support strategic initiatives as we scale.

## Responsibilities

### Finance & Accounting:

- Manage invoicing, accounts payable/receivable, and general bookkeeping
- Support monthly, quarterly, and annual financial reporting processes
- Track and process sales commissions
- Collaborate with external accounting partners as needed

### People Operations & HR:

- Lead employee onboarding and offboarding processes
- Manage and maintain employee stock option agreements and cap table records
- Oversee employee benefits administration and updates
- Serve as a point of contact for HR-related questions and support
- Maintain compliance with employment laws and company policies

### General Operations:

- Identify and implement process improvements to streamline operations
- Coordinate with cross-functional teams to ensure smooth internal workflows
- Maintain accurate documentation of all operational processes

## Qualifications

- 3+ years of experience in operations, HR, finance, or a related field
- Experience with invoicing, bookkeeping software (e.g., QuickBooks, Xero), and financial reporting
- Familiarity with HR platforms (e.g., Gusto, Rippling, Justworks) and stock/equity management tools (e.g., Carta)
- Strong attention to detail and organizational skills
- Excellent communication skills and ability to work independently in a remote environment
- A proactive, problem-solving mindset with a drive to improve systems and processes

## Hiring organization

FirstIgnite

## Employment Type

Full-time

## Job Location

Remote work possible

## Date posted

March 31, 2025

## Valid through

30.04.2025

## **What We Offer**

- Competitive salary
- Equity in a fast-growing startup
- Health, dental, and vision insurance
- Flexible PTO and remote work environment
- A chance to help shape the future of innovation and research commercialization