



POSITION :

Business Analyst

Open Book is a small, profitable business in need of a resourceful business analyst to support our desire to drive growth and gain efficiencies in our business practices and processes. This role will primarily work under the direction of the Finance Manager, who works remotely. The business analyst's primary focus on project analysis will support the leadership team's commitment to clearly communicate project parameters and expectations to the rest of team. The business analyst role will also assist with compiling statements of work for new projects as well as preparing monthly client invoices for the Finance Manager and/or CEO's review. This individual will also be responsible for essential finance responsibilities within the business, such as preparing semimonthly payroll and recordkeeping in QuickBooks.

PRIMARY DUTIES INCLUDE :

→ Project Analysis:

- Administer and become an expert in Harvest (our time tracking software) and its capabilities
- Lead and manage project administration in Harvest, including collaborating with and supporting the creative team to understand and anticipate project administration needs, with the goal to produce meaningful and useful project data
- Partner with the Finance Manager to develop and maintain effective methods to measure and communicate project expectations, progress, budgets, and milestones to gain overall team efficiencies and increase project profitability
- Analyze current and historical project data

→ Statement of Work + Client Invoicing Support:

- Work with the leadership team to develop the statement of work, which will inform pricing and team allocation decisions
- Support business development by compiling and providing historical project data to help the leadership team effectively price new engagements
- Utilize Harvest to draft monthly client invoices, including detailing project progress and milestones, in preparation for the Finance Manager and/or CEO's review

→ Bookkeeping + Payroll Preparation:

- Perform basic daily bookkeeping responsibilities in QuickBooks Online, including expense entry, vendor payments, and employee reimbursements
- Assist the Finance Manager with semi-monthly payroll preparation by accurately entering employee time, PTO, and employee benefit changes into our payroll software Gusto; generate payroll reports for the Finance Manager's review and approval

LOCATION :

Minneapolis, MN

DEPARTMENT :

Business Operations

EMPLOYMENT TYPE :

Full-Time

MINIMUM

EXPERIENCE :

1-3 years

DESIRED SKILLS, MINDSET, + ABILITIES :

- 1-3 years of experience in finance or professional services
- Excellent written and verbal communication skills
- Strong collaborator and relationship builder
- Detail-oriented, with a focus on the big picture
- Self-starter who can function effectively even within ambiguity
- Comfortable and motivated to work independently
- Seasoned user of Excel
- Experience in Harvest, QuickBooks Online, and/or Gusto a plus

OUR CULTURE :

We are a close-knit team motivated by mission—both our own (to help organizations invite people into their stories) and those of the clients we serve. Our ideal team member:

- Is mission-driven and passionate about being a generous partner with our creative team and clients
- Is curious, interested in ideas, and comfortable with robust dialogue to hone a perspective
- Thrives in a highly collaborative environment that values adaptability
- Can communicate effectively verbally and in writing
- Demonstrates a high skill level of listening

The Four Daily Goals of Team Open Book Are: 1. Help someone. 2. Learn something. 3. Do good work. 4. Be grateful.



If you are interested in this position, please send your resume, a portfolio link, along with a cover letter that introduces yourself and why you're interested in this position and the Open Book mission. [Please send all materials to openings@teamopenbook.com](mailto:openings@teamopenbook.com).