

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