

Finance Operations Specialist

LuxBrush Painting Co. and Affiliated Companies

Manchester Center, Vermont | Full-time | On-site | \$25-\$28 per hour, based on experience

Who We Are

Since 1997, LuxBrush Painting Co. has grown from a single painting company into a family of Southern Vermont businesses, including LuxBrush Painting, Black Magic Chimney Sweeps, and Big Butterfly Promos. We paint homes, sweep chimneys, and put logos on hoodies. The trades differ, but the standard is the same: do the work right and stand behind it.

Behind all of that is a small finance team that keeps every company accurate, paid, and on time. We're hiring the second member of that team.

Why This Role Is Worth a Look

Most accounting jobs give you one set of books and a process that was locked in years ago. This one gives you several companies with different business models (service calls, multi-week projects, product orders) and a real voice in how the work gets done.

We're also at the start of bringing automation and AI into our finance operations. We haven't built it yet, and we won't pretend otherwise. You'll help decide what to automate, test the tools, and document what works. If you've ever looked at a stack of invoices and thought a system should be doing this, you'll fit in here.

What You'll Do

- **Accounts payable.** Review, code, and enter vendor bills across entities in QuickBooks Online. Confirm approvals, prepare check and ACH payment runs, keep vendor records clean, and reconcile vendor statements.
- **Payroll support.** Gather hours, PTO, bonuses, deductions, and employee changes for our payroll provider. Reconcile payroll reports to the books, prepare payroll entries and accruals, and answer routine questions with discretion.
- **Month-end close.** Complete bank and credit card reconciliations, accruals, journal entries, intercompany entries, and supporting schedules. You'll work from a close checklist alongside the Finance Operations Manager.
- **Process improvement and automation.** Map current workflows, flag repetitive manual steps, and help set up and test tools such as bill capture, bank rules, and integrations between our field software and QuickBooks. Track the time each change saves.
- **Analysis and projects.** Build schedules, support tax and audit prep, answer job-cost questions, and handle whatever the month brings.

What Success Looks Like

First 90 days	You own AP for all entities, with bills entered and coded within three business days of receipt. You complete bank and credit card reconciliations with review, learn our payroll cycle, and document the current AP workflow step by step.
By 6 months	Reconciliations are complete by the 10th business day. Payroll inputs go to the provider accurately and on time every cycle. Your first automation is live, such as bills flowing from the AP inbox into QuickBooks, and you've measured the hours saved.
By 12 months	You support a close finished by the 15th business day. Manual data entry time is down 30–40%. At least three automations are documented and working. You're a trusted backup for the Finance Operations Manager on core processes.

What You Bring

Required

- Three or more years in accounts payable, bookkeeping, payroll support, or staff accounting.
- A solid grasp of accrual accounting, reconciliations, and how a transaction flows to the financial statements.
- Hands-on experience with QuickBooks Online or comparable software.
- Strong spreadsheet skills, including lookups, pivot tables, and cleaning up messy exports.
- The habit of finding the \$14 difference instead of plugging it.
- Comfort asking owners and field managers for missing information, politely and more than once if needed.
- Professional discretion with payroll, employee, and financial information.

Nice to Have

- Multi-entity and intercompany accounting experience.
- Experience working with a third-party payroll provider.
- Exposure to field-service or job-management software such as ServiceTitan or Jobber.
- Hands-on use of automation or AI tools, such as Zapier, bill-capture apps, bank rules, or AI assistants in a work setting.
- An associate's or bachelor's degree in accounting, finance, or a related field.

We'd rather hire someone with strong fundamentals who's curious about automation than an automation enthusiast who's shaky on debits and credits.

How We Work

Our companies run on four values. Here's what they mean in finance:

- **Dependability.** Payroll is right, bills are paid on time, and the close happens when it's supposed to.
- **Knowledge.** You understand why an entry is made, not just where it goes.
- **Teamwork.** Finance serves crews, CSRs, and owners, so we make it easy for them to give us what we need.
- **Craft.** A clean reconciliation and a well-documented process are our version of a straight paint line.

Pay, Benefits, and Schedule

- \$25–\$28 per hour, based on experience. Hourly, non-exempt, and overtime-eligible.
- Company-paid health insurance through MVP (100% of employee premium, a value of \$835/month), Simple IRA match (3%), paid holidays, and paid time off, subject to eligibility and plan terms. First-year employees receive 40 hours of PTO and 40 hours of sick pay.
- Employee referral bonus program: \$1,000 for full-time referrals, paid in two installments (at sign-on and at 90 days).
- Regular weekday business hours, with occasional extra time around month-end and payroll deadlines.
- Reports to the Finance Operations Manager. Works with owners, office staff, and field managers across all companies.

How to Apply

Send your resume with a short note answering these two questions:

rachelg@luxbrush.com, carleyb@luxbrush.com

1. Tell us about a time a reconciliation didn't tie out. How did you find the problem?
2. What repetitive accounting task would you most like to hand off to automation, and what would you still want a person to check?

Equal Employment Opportunity

LuxBrush Painting Co. and its affiliated companies are equal opportunity employers. Employment decisions are based on job-related qualifications, business needs, and individual merit, without regard to any status protected by applicable federal, state, or local law.