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# Operations Manager

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## Who We Are

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Taconic Advisors, Inc. is a growing, fee-only financial planning firm headquartered in New York's beautiful Hudson River Valley. For over two decades, we've delivered high-quality, comprehensive financial planning built on integrity, transparency, and a team-first culture.

## What We Believe

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At Taconic Advisors, our values guide everything we do:

- Transparent: We act with honesty, transparency, and integrity.
- Balanced: We work hard, and we enjoy life.
- Empowering: We empower the people around us.
- Evolving: We are lifetime learners, and we are always improving.
- Collaborative: We work as a team and partner with our clients to get things done together.
- Rewarding: We help our colleagues and our clients achieve real goals, and we celebrate success.

## Your Role

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As our Operations Manager, you'll be a key partner to our leadership team—helping to shape the next phase of the firm's growth by managing the systems that power our work. From operations and compliance to HR, payroll, and vendor oversight, you'll think holistically about the business, take pride in the details, and create space for our advisors to stay focused on serving clients. We envision this role as ever evolving, with room to grow organically and thoughtfully—an ideal fit for someone eager to take ownership and expand their impact as the firm continues to grow.

## What You Bring

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- A passion for organization, systems, and helping others succeed.
- A mindset for detailed simplicity—you spot inefficiencies and create clarity.
- Confidence in juggling varied responsibilities with independence and accountability.
- A willingness to learn and grow with a firm that values curiosity and humility.
- A sense of humor, appreciation for great process, and the ability to keep calm under pressure.

## Key Areas of Responsibility

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### Human Resources & People Operations:

- Manage job postings, candidate screenings, background checks, and onboarding of new team members.
- Serve as liaison with Justworks (our PEO) for payroll processing, benefits administration, and salary updates.
- Oversee operational training for new hires and existing team members.
- Foster a positive and collaborative workplace culture rooted in mutual respect.

### Compliance & Regulatory Reporting:

- Support the Chief Compliance Officer (CCO) in maintaining accurate documentation, internal records, and reporting processes.
- Assist with the preparation and timely submission of required regulatory filings.
- Stay informed of industry standards and SEC expectations, developing working knowledge over time under the guidance of the CCO.
- Help monitor for potential compliance concerns, including data discrepancies or indicators of fraud, and escalate appropriately.

### Operational & Financial Oversight:

- Coordinate the quarterly retainer fee collection process, ensuring accuracy and timeliness.
- Manage the company bookkeeping processes using Quickbooks, reconcile monthly corporate bank and credit card expenditures, and work with external accounting partners on financial and tax reporting.
- Manage insurance renewals (E&O, liability, etc.) and vendor evaluations for cost efficiency.
- Support budget planning and operational cost controls across systems, tools, and contracts.

### Technology & Vendor Management:

- Manage core platforms including workflow systems, website maintenance, and telecommunication systems (Zoom/intermedia) and Microsoft tools.
- Oversee vendor relationships and software subscriptions.
- Address office repair needs and manage lease renewal discussions.

### Office Management & Culture:

- Ensure the office environment remains organized, functional, and welcoming for both staff and clients.
- Manage office vendor services and facility needs to maintain a well-functioning day-to-day workspace.

- Continuously identify and implement process improvements that support efficiency and elevate service quality.
- Coordinate team gatherings, celebrations, and initiatives that reinforce a positive, inclusive, and collaborative workplace culture.
- Approach all responsibilities with a hands-on mindset—whether supporting client interactions, handling administrative tasks. A “no job too small” attitude.

## Qualification Requirements

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- Bachelor’s degree required.
- 2–5 years of experience in operations, HR, or compliance—ideally in finance, healthcare, legal, or the non-profit sector.
- Proficient in the full Microsoft Office Suite, including Outlook, Excel, Teams, Word, and PowerPoint.
- Experience with QuickBooks and cloud-based operational tools.
- Familiarity with payroll and benefit systems (Justworks or similar).
- Strong organizational, interpersonal, and critical thinking skills.

## Work Environment & Culture

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- Hybrid Schedule: 2–3 days per week in-office preferred.
- Team-oriented, mission-driven environment that balances excellence and flexibility.
- A culture rooted in transparency, collaboration, and enjoyment of the work we do.

## Compensation & Benefits

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- Competitive salary
- 401(k) plan with employer contribution
- Group health plan options
- Open vacation policy
- Annual performance-based bonus
- Flexible work environment
- Professional development support

## How to Apply

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Please send your resume and a short cover letter describing your interest in the role to:

**Cathy Thiele, Executive Assistant**

 [cthiele@taconicadvisors.com](mailto:cthiele@taconicadvisors.com)