



Position: Director of Operations & Finance

Reports to: CEO/Founder

Wolf & Shepherd is a fast-growing lifestyle brand on a mission to debunk the myth that classically styled dress shoes can't have modern technology comforts. We have had early success designing and selling our beautiful (and comfortable) dress shoes, and we are continually looking for ways improve and grow.

Wolf & Shepherd is searching for talent to contribute to the future development of our brand. We're looking for someone with passion, creativity, an analytical mind and an entrepreneurial spirit to lead the day-to-day operations of the company.

Responsibilities

In order to be successful, candidates should be capable of the following:

Operations

- Lead the improvement of company efficiency, inclusive of spearheading new systems and software integrations (e.g. finding the best licensing software for W&S, sourcing for new platforms, determining scalable solutions and coordinating all implementations)
- Develop, maintain and enforce internal financial and operational control policies and procedures
- Coordinate sourcing activities with all vendors, including requests for proposals, negotiating contract terms, ongoing vendor management and all strategic sourcing activities
- Conduct analysis of financial risks and benefits of business initiatives; Continually assess and report potential or real company financial risk
- Ensure compliance with state and federal laws regarding business operations, including maintaining corporate insurances, and maintaining business contracts and vendor contracts
- Ensure adequate systems are in place for the protection of W&S assets, employees and overall business
- Oversee customer experience team and determine and implement best in class policies, processes and procedures
- Oversee all warehouse operations including pick, pack, and ship activities, warehouse optimization planning and incoming and outbound shipments
- Manage oversea suppliers, place purchase orders, source new vendors and optimize freight forwarding services to ensure product arrives on time at the lowest possible cost
- Manage inventory levels across product lines, ensure all items are in-stock when needed and determine phase out plans for slow movers while protecting the company bottom line

Finance

- Support CFO in preparing the financial statements within the necessary time frame to meet the company closing schedule and according to the company's operational policies and procedures
- Forecast and advise the CEO and business partners as necessary, analyzing KPIs for patterns & trends and interpreting the results to provide the most current and accurate information possible

- Prepare accurate sales calculations and reports on a recurring schedule by distribution channel; Review departmental budgets. Work with company leadership to set budgets and ensure that income and expenditures remain within target
- Co-monitor cash balances and credit line
- Work with senior management to develop and support financial strategy for key business initiatives, operational infrastructure and profitable long-term growth of the business
- Ensure compliance with state and federal laws regarding business finances, making sure that all legal, treasury, and tax documentation are properly maintained and secured, and that all fiscal reporting requirements are satisfied

Qualifications:

- Minimum of five years of experience, preferably in a high-growth, direct to consumer, retail start-up
- Bachelor's degree in accounting, finance, operations, or business administration; MBA preferred but not required
- Strong MS Excel skills
- Strong aptitude to quickly master new platforms, experience with Shopify, Zendesk, Ship Hero preferred
- Interpersonal and communications skills both verbal and written, strong independent work ethic, excellent time management skills, organizational abilities
- A positive, outgoing, high energy, entrepreneurial attitude with the ability to conduct high level analysis and make strategic decisions, but also the grit to roll up your sleeves and dive into any area that needs support
- Must have excellent analytic and financial management skills with the ability to communicate complex financial information to finance professionals, business operators, and team members.
- Must be able to think strategically, develop and defend a POV and make effective business decisions
- Must have management and leadership skills and be capable of effectively leading 3-5 direct reports, and a team of 10-15+

Compensation:

We are committed to offering our employees a challenging and rewarding work environment, opportunities for growth and development, a customer focused culture, and competitive pay and benefits. Compensation will be commensurate with experience and will include:

- Competitive compensation package
- Health benefits package (fully covered health insurance)
- Flexible vacation & time off
- The latest Wolf & Shepherd gear