



BUSINESS AND FINANCE ASSOCIATE JOB DESCRIPTION

Job Title/Position: Business and Finance Associate

Job Classification: Exempt

Location: 1537 American Court – De Pere, WI 54115

Immediate Supervisor: CEO

Last Update: 5/20/26

About the Utech Group

The Utech Group is a second-generation family business in De Pere, Wisconsin. With over 30 years of experience, we help leaders and organizations navigate change, growth, and transition. Our work is delivered through three integrated practices: The Utech Group, illumyx, and FreshStart. While each serves clients in distinct ways, we are all united by a shared commitment to meaningful change. As a small, close-knit team, dedicated to impactful work, we are looking for someone who is ready to grow alongside us.

The Opportunity

We are looking for a Business and Finance Associate to join our team, at 32 hours per week. This is not a heads-down bookkeeping role. The right person will be a capable financial operator who also thinks about the business as a whole and can manage the numbers across three practices, support our team and HR functions, keep our physical space running smoothly, and be a trusted partner to our ownership team.

If you are someone who finds satisfaction in bringing order to complexity, who thrives in a collaborative environment, and who wants to be more than a number-cruncher, this role was built for you.

What You Will Do

Financial Management

- Manage all accounting functions across three business practices using QuickBooks, including accounts receivable, accounts payable, billing, payroll, budgeting, general ledger, financial statements, and reporting
- Communicate regularly with owners regarding financial health, forecasting, and reporting
- Manage internal expenses and support proposal development for clients
- Understand scheduling and its financial impact across practices, partnering with consultants on billing

HR and People Operations

- Manage the hiring process including offer letters, employment agreements, and onboarding
- Maintain and update the employee handbook
- Support benefits administration and vendor relationships including insurance, 401k, and payroll providers
- Partner with ownership to manage relationships with external partners and vendors including bankers, accountants, IT vendors, insurance agents, credit card processors, and others
- Handle day-to-day communication and coordination with vendors, keeping ownership informed and involved in key decisions

Facilities Coordination

- Oversee building maintenance coordination, including snow removal, lawn care, seasonal tasks, and routine upkeep, such as furnace filters and water systems
- Provide backup support to the front desk and administrative team, as needed
- Actively participate in team meetings and contribute to a collaborative, engaged culture
- Seek out and communicate opportunities to improve processes and create efficiency

What You Bring

- A degree in Business or Accounting, or 3 to 5 years of directly relevant experience
- Proficiency in QuickBooks, Microsoft Word, and Excel
- Experience supporting a small business, across multiple financial and operational functions
- Strong attention to detail, with the ability to see the bigger picture
- Comfort with communicating financial information, clearly, to owners and non-financial teammates
- A proactive, problem-solving mindset, to spot issues before they become problems
- The ability to navigate difficult conversations, constructively, and with care
- Experience with or exposure to HR functions is a plus

Who You Are

You are organized, trustworthy, and genuinely invested in the success of the people and organization around you. You do not need someone to hand you a to-do list every morning. You take pride in doing whatever needs to be done – no task feels too small, when you know it serves the team and the mission. You are curious, ask good questions, and are not afraid to speak up if/when you do not know something. You want to work somewhere that feels like a team, not just a job.

What We Offer

- 32 hours per week, with flexibility
- Health, dental, and vision insurance
- Life insurance
- 401k

Physical Requirements/Work Environment

- High level of mental concentration is required
- Requires close visual acuity
- Work is generally performed in an office setting
 - Desk, cubicle or office with a chair, a computer and a phone
- Sit for prolonged periods of time
- Occasionally stoop, kneel and crouch
- Frequently stand and walk
- Use hands to feel, pick up and handle items
- Reach with hands and arms
- Occasionally lift 10 pounds
- Rarely push/pull up to 25 pounds
- Rarely move a maximum of 50 pounds

Apply

To apply, please send your **cover letter** and **resume** to info@utechod.com.