

Title: Chief Operating and Financial Officer
Location: Southfield, MI
Posted: June 4, 2010
Contact: [Human Resources](#)

GRS has an opening for a full-time Chief Operating and Financial Officer to work on our Corporate Support Administrative Team located in our Southfield, MI office. This position will be responsible for the strategic leadership and direction of all the GRS internal operational, administrative and financial functions and will report directly to the President of the company.

The Primary Responsibilities of a Chief Operating and Financial Officer at GRS are as follows:

- Participates in strategic and operational planning for the firm
- Directs the Finance and Human Resource functions of the firm
- Manages the firms administrative structure and staffing of firm's administrative functions
- Directs the operational analysis activities of the firm
- Directs the Information Technology operations of the firm
- Directs the Risk Management activities of the firm
- Manages the legal functions of the firm
- Manages the firm's facilities
- Manages the merger and acquisition activities of the firm

We ask that candidates possess the following knowledge, skills and abilities:

- Highly motivated, creative and skilled professional with at least 10 years of progressive management experience in a professional service firm
- BS/BA degree in Accounting, Finance or Business Administration; MBA or a related advanced certification preferred.
- Proven exceptional leadership abilities
- Advanced knowledge of MS Office software primarily Excel and Word
- Ability to handle complex personnel issues in a fair and balanced manner
- Ability to effectively present in front of large audiences
- Ability to direct and manage the activities of administrative and professional staff in both collegial and directive manners
- Knowledge of MS Great Plains Accounting, HR, and Payroll software preferred.

Salary will be commensurate with qualifications and experience.