Daniel Jackson

Business Manager

Business manager with 6 years running back-office operations for professional services firms. Handles budgeting, HR admin, vendor contracts, and the monthly financial close. Recent focus has been on tightening AR and standing up KPI dashboards for the partners.

Contact Information

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Education

B.S. in Accounting, Ohio University, 2016

SHRM-CP, 2022

Key Skills

- Monthly close and reporting
- Budgeting and variance analysis
- AR collections strategy
- QuickBooks Enterprise and Deltek
- Power BI dashboards
- Lease and vendor negotiation
- HR administration
- Payroll (ADP, Paychex)
- 401(k) and benefits admin

Professional Experience

Business Manager | 2020 - Present
Branneman Architecture Partners, Columbus, OH

- Manage a $2.8M operating budget across two studios; deliver monthly P&L and utilization reports to four partners.
- Cut average AR days from 67 to 39 by rewriting the billing cycle and adding a weekly partner sign-off step.
- Oversee HR admin for 23 employees: onboarding, benefits enrollment, 401(k), and PTO tracking.
- Renegotiated the office lease at renewal and saved about $48K over a three-year term.
- Built a project profitability dashboard in Power BI so partners can see margin by project each Monday.

Office Manager | 2017 - 2020
Halverson Engineering Consultants, Cleveland, OH

- Ran AP, AR, and weekly check runs for a 12-person engineering office.
- Took over payroll from an outside bookkeeper and brought the function in-house, saving $14K a year.
- Coordinated annual workers' comp audit and general liability renewals.
- Trained two replacement office coordinators when the firm opened a satellite location.