

CAREER OPPORTUNITY

Business Manager & Executive Assistant

Operations leadership and executive support for a growing governmental consulting firm

EMPLOYMENT

Full-time | Exempt

SCHEDULE

Full-time | 40 hours/week

SALARY

Competitive (based on experience)

About Obsidian Advocacy Group

Obsidian Advocacy Group is a governmental consulting and strategic advocacy firm that helps clients navigate complex public-policy environments, build productive relationships, and advance meaningful priorities. We are seeking a highly organized, discreet, and service-minded professional to serve as Business Manager & Executive Assistant and help keep the firm's internal operations and client service running smoothly.

The Opportunity

This is a trusted, hands-on role at the center of the firm's business operations. The successful candidate will combine strong administrative judgment with practical financial coordination, exceptional follow-through, and a polished approach to client service. The role is well suited for someone who anticipates needs, brings order to competing priorities, and takes ownership from request through completion.

Key Responsibilities

- Manage complex calendars and schedule meetings for firm leadership and other representatives, coordinating with clients, public officials, partners, and external stakeholders.
- Oversee day-to-day administrative and business operations, including workflow tracking, document organization, recurring deadlines, and office systems.
- Coordinate bi-weekly payroll processing and maintain accurate supporting records.
- Prepare monthly client invoices; monitor receivables; reconcile payments, expenses, and financial records; and flag discrepancies promptly.
- Track, document, and report lobbying-related expenses in a timely and accurate manner, consistent with applicable reporting requirements and firm procedures.
- Serve as a responsive and professional point of contact for clients, vendors, and other stakeholders, ensuring inquiries and follow-up items are handled appropriately.
- Support client onboarding, engagement documentation, meeting preparation, and internal follow-up on commitments and deliverables.
- Assist leadership with correspondence, travel and meeting logistics, expense documentation, confidential files, and special projects.
- Identify opportunities to improve administrative processes, strengthen internal controls, and increase operational efficiency.
- Perform other duties and priority assignments as directed by firm leadership.

Qualifications

- At least three years of progressively responsible experience in business administration, office management, executive support, bookkeeping, or a comparable role.
- Demonstrated experience with invoicing, account reconciliation, payroll coordination, expense tracking, and maintaining accurate business records.

- Working knowledge of QuickBooks or similar accounting and payroll platforms.
- Exceptional organization, time management, and attention to detail, with the ability to manage multiple priorities and deadlines independently.
- Excellent written and verbal communication skills and the professional judgment to interact confidently with executives, clients, public officials, and community stakeholders.
- High degree of discretion and integrity when handling confidential, proprietary, personnel, and client information.
- Strong proficiency with Google Suite and comparable productivity tools, including Outlook, Word, Excel, shared calendars, and cloud-based document systems.
- Ability to learn new software and processes quickly and to create practical systems where structure is needed.

Preferred Experience

- Experience in government affairs, public policy, professional services, law, consulting, associations, or another client-service environment.
- Familiarity with lobbying-disclosure or compliance-related expense reporting.
- Experience supporting a founder, president, managing director, or senior executive.

What Success Looks Like

- Firm leadership is well prepared, appropriately scheduled, and able to focus on clients and strategy.
- Payroll, invoicing, reconciliation, and lobbying-expense records are accurate, organized, and completed on time.
- Clients and external partners receive prompt, professional communication and reliable follow-through.
- Operational issues are anticipated early, communicated clearly, and resolved with sound judgment.

Engagement Terms

Employment Status: Full-time, salaried employee.

Compensation: Competitive annual salary, depending on experience and qualifications, paid on a bi-weekly basis, plus reimbursement of approved reasonable business expenses.

Schedule: Full-time availability, with a minimum commitment of 40 hours per week and flexibility to respond to reasonable business needs.

Benefits: The position includes a competitive employee benefits package. Additional details will be provided during the interview process.

How to Apply

Please submit a resume and brief cover letter describing your relevant experience and interest in the role to admin@obsidianadvocacy.com with the subject line *Business Manager & Executive Assistant*. Applications will be reviewed on a rolling basis until the position is filled.

Obsidian Advocacy Group is committed to building an inclusive professional environment. Qualified candidates will receive consideration without regard to race, color, religion, sex, national origin, age, disability, veteran status, or any other status protected by applicable law.