

Columbia Springs Job Description

Job Title: Business Manager
Reports To: Executive Director
FLSA Status: Exempt

SUMMARY

Columbia Springs, a 501(c)3 non-profit, is located on more than 100 acres of urban green space and home to the historic Vancouver Trout Hatchery. Columbia Springs offers our community a unique setting and educational experiences that foster a greater awareness of the natural world and inspire stewardship. Please see our website for more information, www.columbiasprings.org

The Business Manager manages all fiscal related matters to ensure the organization is compliant by managing and maintaining accurate books, accounts payable and receivables, grant funding allocations, payroll, reconciliations, and other various accounting tasks. The Business Manager provides collaborative leadership in several areas of financial management.

The Business Manager also supports the Executive Director by assisting with basic HR duties making them an indispensable part of an organization's fiscal fitness.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Monitoring company resources and budgeted financial performance
- Preparing and reviewing financial reports
- Coordinates with the Executive Director (ED) to implement approved financial policies and procedures for accounts payable, payroll, and accounts receivable.
- Prepares and submits bi-weekly payroll and maintains all payroll and personnel records.
- Maintains files to document all expenditures.
- Keeps required state, federal, and non-profit filings current.
- Oversees preparation of 1099 for vendors.
- Maintains and processes accounts receivable and accounts payable using QuickBooks.
- Keeps records of benefit plans participation, personnel transactions such as hires, promotions, transfers, performance reviews, and terminations, and employee statistics for government reporting.
- Keeps the donor database (Little Green Light) reconciled with QuickBooks.
- Prepare projections with ED, Quarterly/YE forecasting.
- Prepares budgeting for upcoming year with ED.
- Managing grant interfaces and invoices.
- Complies with federal, state, and local legal requirements by studying requirements; enforcing adherence to requirements; filing reports; advising Executive Director on needed actions.
- Maintain financial policies and procedures as required and adjust as necessary to maintain adequate internal controls.

QUALIFICATIONS

- Proficiency and experience with QuickBooks – desktop version.
- Knowledge of, use and experience using Excel formulas – all the basic math formulas.
- Well organized, with an exceptional attention to detail and accuracy.
- Ability to multi-task, prioritize, work under pressure, and meet deadlines.
- Ability to communicate complex data clearly.
- Self-motivated and self-directed.
- Strong aptitude for numbers and financial reports.
- Familiarity with a wide range of financial transactions including Accounts Payable and Accounts Receivable.
- Proficient computer skills in Microsoft Office Suite (Word, PowerPoint, Outlook, and Excel).
- A commitment to teamwork and collaboration.
- Knowledge of non-profits and grants management (preferred).
- Knowledge of accrual accounting.

EDUCATION and/or EXPERIENCE

- 5+ years' experience in accounting, finance, or related field.

Compensation

Salary commensurate with experience; beginning range of \$50,000 – \$55,000 annually plus benefits.

If you are passionate about the environment, connecting students to nature and salmon through education, and want to leave a legacy for generations to come, we encourage you to apply. Please include a cover letter.

Columbia Springs is an equal opportunity employer. We stand in our commitment to foster an inclusive educational environment where every student, staff member, parent, volunteer, and community member is treated with dignity and respect. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, gender expression, national origin, age, protected veteran or disabled status, or genetic information.