Open Position: Business Office Manager
Position Type: Full time, Exempt
Reports to: Executive Director

Friends of the Verde River is seeking a skilled Business Office Manager who wants to make a difference in the world. Friends works collaboratively for a healthy, flowing Verde River system. The Verde is one of Arizona’s remaining flowing rivers, supporting a healthy ecosystem and vibrant communities in the beautiful Verde Valley and beyond.

Reporting to the Executive Director, this position manages the organization's day-to-day operations, serves as a member of the leadership team, and interfaces with the Board Treasurer and Finance & Audit Committee. This position performs financial, operational, and human resources functions. This professional should have a background in nonprofit or small business operations.

**JOB OVERVIEW**

The Business Office Manager is responsible for managing the business operations of a small nonprofit corporation. This position supervises one part-time administrative assistant who performs some of these functions (e.g., bookkeeping, payroll, recording donations, ordering and maintaining office supplies & equipment).

Our ideal candidate will have a bachelor’s degree in a related degree, such as business administration or finance, with one to three years of experience. Non-profit experience is preferred. They should be able to use common accounting and tracking software systems, nonprofit GAAP accounting, and other systems to ensure the integrity and accuracy of our financial systems and operations. They should be able to effectively present financial information and respond to questions from staff and members of the Board of Directors.

This position is located in Cottonwood, Arizona. Compensation includes a competitive salary commensurate with experience, in the range of $37,000-$40,000, plus an excellent package of benefits.

We will begin interviewing in early July; our preferred start date is August 3rd. Please send application materials in one file (resume, cover letter, and three references) to jobs@verderiver.org. Your interview will include a brief test to measure your accounting, math and Excel skills. A detailed job description can be found on our website, https://verderiver.org/employment-opportunities/
REQUIRED SKILLS AND BACKGROUND:

- Bachelor’s degree in a related field, such as business administration or finance, and one to three years of experience in small business management; non-profit organization experience is preferred
- Strong computer skills, including Quickbooks, word processing, spreadsheet, and presentation software
- Ability to effectively present information and respond to questions from groups of managers and members of the Board of Directors
- Ability to maintain periodic reports.
- Willingness and ability to work in a dynamic and high-pressure environment, in a team setting
- Mature and positive attitude
- Professionalism and good communication skills.
- You must be able to demonstrate eligibility to work in the United States

KEY RESPONSIBILITIES

General Accounting

- Enter and reconcile cash, check, and electronic fund transfer deposits
- Responsible for taking cash and checks to bank for physical deposit and filing deposit slips
- Accurately post revenue to appropriate income account, tracking restricted and pass through contributions
- Track accrued expenses associated with grant funding
- Work with managers to ensure that funds are expended according to the stipulations outlined in department budgets
- Process and print check requests (ensure checks signed acc. to policy)
- Mail checks to recipients
- Understand and sign off on payables
- General ledger entries as necessary
- Enter all donations accurately into Quickbooks
- Reconcile financial donor data between Quickbooks and donor database
- Perform general data entry accurately
- Perform required duties related to the annual audit

Financial Reporting

- Reconcile bank accounts, credit cards, and close the books monthly
- Prepare financial reports monthly for the Executive Director and Board of Directors, as requested
- Update and manage budget variations
- Provide requested data to auditor and tax preparers in a timely fashion
- Issue 1099’s and W-2’s at year end according to tax requirements
  - 1094, 1095 ACA Filings
  - Retirement plan Form 5500/Form 8955-SSA
Human Resources

- Assists in the paperwork and onboarding of all employees
- Manages payroll functions
- Supports the Executive Director to schedule timely employee evaluations
- Trains new employees on operational processes
- Maintains personnel files
- Manages annual open enrollment for benefits
- Manages employee retirement benefits (403b): completes the annual report
- Complete annual workers compensation audit

Administration and Risk Management

- Procedure writing in response to policies as needed, including the Employee Handbook and HR policies
- Regular review and management of insurance policies, coverage, and rates
- Responsible for assisting with the mid and end of year reporting requirements.
- Attend Board committee meetings as assigned
- Check the mail and distribute as needed
- Exhibit a public-facing attitude and basic knowledge when answering the general phone line or emails
- Other related duties as required

Office Procedures and Policies

- Maintains inventory of office supplies
- Responsible for inventory and maintenance of office equipment; prepares schedule for replacement
- Responsible for ensuring the IT needs of the office are met

WORKING ENVIRONMENT:

- Work is performed indoors in an office setting
- Ability to sit for long periods of time while also performing typing duties on a computer
- Ability to lift and carry objects of moderate weight
- Ability to lift, bend, stoop, kneel, crouch, push and other moderate activities.
- Typically, Monday - Friday general working hours between 8 am and 5 pm
- Must have reliable transportation, valid driver license and willingness to run errands as needed