

# Genesee Conservation District

Position posting: **Business Manager, General Operations**



## Position Announcement

Genesee Conservation District is accepting applications for a Business Manager, General Operations to join our team of natural resource and environmental protection professionals. This position is integral to the successful launch and the duration of Genesee Conservation District's USDA Forest Service 5-year Urban & Community Forestry IRA grant. This is a full-time, grant-funded position.

The position performs the financial and administrative operations of the organization, including accounting, grants administration, budget and financial management, project reporting and financial oversight. Human resource functions include payroll and benefits administration. Reports to the Executive Director.

Position Summary: The Business Manager, General Operations is responsible for financial management, grants administration, and human resources administration at Genesee Conservation District.

## Essential Tasks

These are illustrations of the various types of work performed. The omission of specific duties does not exclude them if the work is similar, related, or a logical assignment to the position.

### Financial Management

- Manage the organization's accounting and bookkeeping process, including accounts payable, accounts receivable, preparing deposits and disbursements
- Record all transactions in QuickBooks, maintain logical class and customer codes to facilitate clear reporting
- Regularly produce financial statements for ED and Board of Directors
- Collate and file supporting documentation and authorizations for payments and disbursements
- Lead financial administration of grants received by Genesee CD including keeping a record of reporting requirements, tracking grant expenditures, and maintaining financial accounting records
- Manage annual audit and tax filings (supported by outside consultants)
- Review and process time tracking data for employees, coding time to billable projects and grants, ensure payroll data is accurate, process payroll and handle tax payments and report filings (supported by outside consultants)
- Manage monthly closings and bank reconciliations
- In coordination with ED, lead the annual budgeting and financial planning process, creating and managing budgeting tools as needed
- Create and maintain tools for managing cash flow, tracking bank balances and fund balances, analyzing cash position, and reporting on funds available
- Prepare and submit financial reports to funding agencies and donors

### HR & Operations

- Manage HR, payroll, and benefits administration
- Renew and administer required insurance and certifications annually
- Maintain organizational email accounts
- Maintain supplies and materials inventory; purchase supplies and equipment as needed

### Grants Administration

- Manage and maintain grant tracking and accounting systems
- Prepare and submit timely grant reports and invoices to various funders
- Prepare and submit timely project reimbursement requests per grantor requirements
- Calculate and track indirect costs
- Prepare and submit match reports in accordance with grantor requirements
- Assist in identifying grant opportunities, conducting research, and preparing grant proposals and reports
- Collaborate with staff to gather information and data for grant submissions

### Other Duties

- Assist with and participate in Genesee CD events, including public events
- General office support
- Support ED and Board as requested with various tasks, reports, and analyses
- Support Operations by greeting visitors, answering and responding to incoming phone calls and requests for technical assistance
- Other duties as assigned

### Education and Experience

The job duties of this position require knowledge and skills equivalent to:

- College/university degree with major or certificate in accounting or business management AND two or more years related experience in bookkeeping or accounting OR
- Four years of relevant experience with increasing responsibilities in accounting and financial administration, AND two years of education or other specialized training with a focus in business administration, finance, accounting, or another relevant field OR additional years of relevant work experience in lieu of degree
- Sound understanding of accounting principles and regulations, government or nonprofit accounting experience preferred
- Proficiency in using financial accounting software; QuickBooks preferred (Genesee CD uses QuickBooks Desktop)
- Prior experience with state and federal grant administration and contracts preferred

### Competencies, Qualifications, & Attributes

- Strong sense of ethics, personal responsibility, integrity, discretion, and ability to maintain confidentiality
- Proficiency in using computers and software including Microsoft Office Suite; proficiency in Excel required
- Self-motivated; works independently and proactively to pursue opportunities and solve problems
- Exceptional communication and interpersonal skills
- Keen attention to detail and a commitment to excellence and accuracy
- This position requires the ability to remain in a seated position for long stretches of time, consistently operate standard office equipment including computers, mice, and keyboards, and occasional lifting items up to 30 pounds. Occasionally, this role may involve outdoor activities.
- Develop and maintain positive relationships with staff, partners, volunteers, schools, funders, and the public
- Ability to work independently, prioritize effectively, and use professional judgment

The position is full-time at 40 hours per week; grant-funded with a starting wage of up to \$25 per hour based on qualifications. Benefits include paid federal holidays, paid time off, a small wellness benefit

stipend, and access to employee paid health, dental, optical, and other similar insurance benefits. Continuation is contingent upon future funding. A valid Michigan driver's license and reliable transportation is required. Mileage is reimbursable at the current IRS rate. The incumbent must submit to and pass a background check.

#### APPLICATION INSTRUCTIONS

Submit a cover letter stating your suitability for the position based on knowledge and skills, along with a resume, unofficial transcripts, and professional references to Angela Warren by email at [geneseecd@yahoo.com](mailto:geneseecd@yahoo.com). This position will remain posted until filled.

The Genesee Conservation District is an equal-opportunity employer, committed to achieving excellence through a diverse workforce and inclusive culture that encourages all people to reach their full potential. Genesee Conservation District is a local unit of government established in 1946. We provide education, technical assistance, and implement conservation practices that protect the environment and enhance natural resources in our community.