Position: Business Manager  
Status: Permanent, full-time  
Supervisor: VNRC Executive Director  
Supervises: Vendors  

Function: The Business Manager is responsible for all aspects of managing the VNRC/VCV office and provides administrative support for the Executive Director and staff.

Duties:

Finance and Accounting:
- Conduct routine data entry and day-to-day bookkeeping to maintain QuickBooks company files for VNRC and VCV
- Organize chart of accounts and conduct quarterly reviews of income and expenses
- Record vendor invoices in QuickBooks and make approved payments to vendors
- Prepare and issue invoices to partners and grantors
- Conduct annual tax reporting
- Assist in preparation and planning of annual fiscal year budget
- Process biweekly payroll and associated transactions
- Ensure the accurate reporting of quarterly payroll tax reports
- Create standards for, recommend changes to, and maintain the chart of accounts
- Complete monthly bank account and credit card reconciliations
- Compile monthly prepaid grants, non-grants and restricted gift spending reports and perform internal invoicing
- Produce and review quarterly financial reports
- Oversee VNRC’s and VCV’s yearly financial audits and reviews
- Make copies of all checks received and maintain a paper record of all deposits
- Adhere to and improve internal controls relating to the implementation of financial policies, procedures, and systems
- Assist VCV Executive Director with biennial campaign finance reporting
- Assist the Development Director with grants management

Administration and Operations:
- Mail retrieval and distribution
- Scheduling and meetings facilitation
- Ensure availability and proper maintenance of the company vehicle
- Supervise tenancy and maintenance at 9 Bailey Avenue
- Coordinate trash and recycling pickup, compost drop off, and returnables deposit
- Take meeting minutes for the VNRC Board and maintain other Board records
- Assist with the development and implementation of organizational policies and procedures
- Lobbyist registration and reporting
- Manage auto, general liability, and worker’s compensation insurance coverage
- Ensure proper administration of the Council’s records management and retention
systems
• Ensure compliance with the organization’s procurement policy
• Maintain inventory of office supplies
• Administer and maintain computers, phone, copier, email and data systems
• Coordinate IT support services

Human Resources:
• Coordinate the employee and intern hiring process
• Responsible for orienting and onboarding new staff regarding VNRC/VCV policies and equipment
• Administer employee benefits, including health insurance, dental insurance, DCRA/FSA, HSA and SIMPLE IRA
• Pursue organizational diversity, equity and inclusion goals in the areas of administration and operations

Desired Qualifications

• Experience with QuickBooks and Microsoft Office
• Two to three years’ experience with financial/grants management
• Understanding of grant cycles, billing and cash flow
• Understanding of local, state and federal reporting requirements
• Extremely well organized with attention to detail and ability to respond to emergent needs
• Self-motivation and the ability to work productively and independently, while being able to collaborate and work as a team
• Commitment to the conservation of Vermont’s natural resources, the health of Vermont’s people and communities, and environmental, social and racial justice
• A bachelor’s degree in administration, accounting, finance, or related field is desirable, although relevant life experience may substitute for academic credentials

Compensation

• Starting salary of $52,000-$60,000, depending on qualifications and experience
• Additional benefits stipend of $17,000 that may be applied to health/dental insurance, child care, or taken as additional salary
• Simple IRA with employer match of up to 3% of salary
• Flexible work schedule and generous leave