

**Vermont Natural Resources Council/  
Vermont Conservation Voters**

**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
- Assists 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