



Job Title: Business Manager

Job Summary: To provide organization, administrative, and management support for Stratford Ecological Center (SEC).

Job Duties:

1. **Bookkeeping and Report Management** - The Business Manager (BM) will assume bookkeeping activities, tracking and reporting of all organizational cash, credit and check income, deposits, and expense receipts, including data entry and reconciliation through QuickBooks. The BM will support the Executive Director (ED) with budget development and monitoring, as well as on-going financial reporting.
2. **Front Desk Management, Reception and Point of Sale (POS)** - Periodically handle front desk duties, including public interactions and POS. Recruit and train a volunteer *Front Desk Volunteer Coordinator (FDVC)*. Coordinate with FDVC to ensure public interfacing duties are covered. The reception and POS duties may be supplemented with part-time help.
3. **Database, Website and Office IT Management** - Maintain the contact management software. Manage the website, which is SEC's primary interface for program and event announcements, registrations, volunteer recruitment, and on-line donations. The BM is the liaison with website developer, and will be expected to make minor website changes as needed using WordPress.org. The BM will also monitor and troubleshoot any office IT issues with computers, network and phone/internet provider.
4. **Payroll and HR Administration** - Manage payroll service provider, personnel records, and coordinate reporting with the state of Ohio and the IRS. The BM will provide administrative support for all employee benefits (medical, dental, 401K, workers compensation, etc.) and the maintenance of those contracts.
5. **Volunteer Support** - Provide communication support for SEC staff by utilizing on-line volunteer management program, VOLGISTICS, which is used for recruiting new volunteers and coordinating over 180 current volunteers.

Job Skills Necessary: this position requires 3-5 yrs. experience in a similar role in a small business including bookkeeping and general administrative tasks and the associated tools including QuickBooks, email and MS Office.

Job Salary, Benefits and Working Conditions: This position is exempt, and pays between \$45k-\$55k, commensurate with experience. Benefits may include Health and Dental Insurance and paid time off. Standard hours are 9-5 weekdays with some evenings and/or weekends as required to support events.

Application: Please include a cover letter highlighting your skillsets and experience along with a current resume. Send both as a PDF to Mark White, treasurer@stratfordecologicalcenter.org. Applications must be postmarked by March 1, 2021.