



## **Estes Valley Land Trust Job Description – Business Manager**

**EVLTT's Mission:** To conserve land throughout the Estes Valley and surrounding areas for current and future generations.

**Overview:** The Business Manager will be responsible for managing the organization's finances, recordkeeping, member database as well as providing general support to the Executive Director, Board of Directors and other staff.

This position reports directly to the Executive Director and collaborates with Board and committee members as well as staff to achieve organizational goals.

### **Position Objectives:**

- Manages and grows our membership program
- Oversees all operations including purchasing, insurance, and billing
- Tracks all revenues and expenses and provides clear, accurate and concise accounting reports to staff and Board of Directors
- Complies with required filings by local, state, and federal agencies
- Provides excellent customer service

### **Duties and Responsibilities:**

#### **Membership (40%)**

- Prepare and send quarterly membership solicitations and renewal notices
- Collect payment at events
- Pick up mail and deposit checks 3x/week
- Process all donations
- Prepare acknowledgement letters for contributions
- Facilitate Board's notes of appreciation to donors
- Update the MS Access contact database and record revenue in QuickBooks
- Generate reports as needed

#### **Accounting (20%)**

- Complete quarterly reports, including, but not limited to:
  - Balance sheet
  - Income statements
  - Investments reports
- Present reports to Finance Committee
- Update reports as needed for quarterly Board meetings
- Assists with annual audit/financial report



### **Purchasing and Expenses (15%)**

- Keep all insurance policies up to date
- Process checks, credit card and electronic transactions
- Process payroll
- Compile documentation to complete reconciliation
- Schedule monthly bank statement reconciliation with appointed person

### **Customer Service and Board Support (10%)**

- Answers phones and greets office visitors
- Serves donors and volunteers
- Publishes monthly Board meeting agendas
- Takes Board meeting minutes
- Attends committee meetings
- Assists developing annual Budget

### **Governmental Filing (5%)**

- Completes annual renewals to IRS, CO Secretary of State, CO Department of Revenue and other governmental entities, as needed

### **Other duties as needed (5%)**

- Support and participate in a variety of additional activities to help promote the overall mission of the organization

The percentage allocation of work tasks may vary and be based on organizational needs.

### **Compensation and Benefits:**

- \$60,000 annual salary, paid monthly
- Additional \$1,000 (pretax) per month in lieu of health insurance or retirement plan
- 10 days of paid leave per year, graduating to 30 paid days off after 5 years
- 12 paid holidays
- 10 days of paid health leave per year
- Compensatory time is offered
- Generous work from home policy, after 6-months of successful employment
- Approximately 40 hours a week (M-F); some weekends may be required

### **Qualifications:**

- Bachelor's Degree in Business, Accounting or related field
- Minimum of 3 years' professional experience in accounting and administrative/clerical work
- Proficiency with database management, Word, Excel and QuickBooks
- Excellent office communication and people skills; team player
- Detail oriented, organized and able to manage regular workflow
- Highly organized and reliable



**How to Apply:**

- Send resume and cover letter to Jeffrey Boring, Executive Director, via email: [jeffrey.boring@evlandtrust.org](mailto:jeffrey.boring@evlandtrust.org)
- Application deadline: Thursday, August 27

**Additional Information:**

Estes Valley Land Trust is an Equal Opportunity Employer. We are committed to building a team that empowers each individual and represents a variety of backgrounds, cultures, perspectives and skills.