



December 7, 2022

Position: Business Manager

Salary Range: \$42,000-\$48,000

Position: Full-time, exempt

Location: Washington, NC

Reports to: Executive Director

Application Deadline: Open until filled

Position Summary

The Business Manager is a behind-the-scenes master at keeping the financial and administrative side of things running smoothly and keeping order in a busy organization. The Business Manager coordinates and directly performs financial management, human resources and payroll, IT, and data management tasks. This position takes part in policy development and is responsible for documenting and implementing the organization's policies and procedures. The position will be based in our Washington, NC office and some travel will be required for in-person meetings, trainings and events. The position reports to the Executive Director.

Essential Duties and Responsibilities

Financial Operations & Accounting

- Perform timely and accurate monthly bookkeeping; pay bills, make deposits, process reimbursements, provide complete and accurate information to an external CPA firm, etc.
- Coordinate preparation of tax documents (e.g., Form 990, W-2s, W-3, 1096, 1099, and sales tax refund claims)
- Support the work of external CPAs to complete month-end close, year-end close, and audits
- Perform transactional activities related to accounts payable, accounts receivable (revenue recognition and billing), and payroll, general accounting, reconciliations, and month-end close
- Prepare financial reports for management and Board of Directors
- Manage financial data; this includes data formatting and export from sales platform, credit card processing platform, and other revenue platforms into usable QuickBooks Online formats
- Recommend and implement improvements to accounting, operations, internal controls, and compliance policies and procedures
- Prepare budgets and financial forecasts
- Reconcile checking, investments and other balance sheet accounts in order to generate quarterly financial statements and budget variance reports for staff and Board of Directors
- Invoice (compile and reconcile) per contract requirements and enter receipts as received in QuickBooks
- Enter payables into QuickBooks and generate checks as needed



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- Generate semi-monthly payroll, direct deposits, remit payroll taxes, quarterly and annual federal and state reporting and reconciliations (annual W-3, W-2, 1096's, 1099's)
- Other support tasks and special projects as assigned by Executive Director

Human Resources and Operations

- Execute administrative tasks to ensure all payroll changes are logged on time, ensure accurate payroll data, run payroll through online platform
- Manage the flow of new hire onboarding including processing all required paperwork, benefits enrollment, payroll set up, etc.
- Assist with staff recruitment, including posting job advertisements, reviewing applications, etc.
- Maintain personnel files in compliance with applicable legal requirements
- Manage administration of employee benefits and compensation programs
- Manage employee benefits including enrollment, explaining benefits to current and new employees, responding to questions from staff about benefits, and informing employees of any benefits changes
- Assist in the development and implementation of personnel policies and procedures
- Maintain up-to-date knowledge of human resources practices, regulations, etc. Research and relay information that directly impacts policies and procedures and review data regularly to identify trends and call attention to any areas of concern
- Other support tasks and special projects as assigned by Executive Director.

Job Requirements

Experience

- A bachelor's degree or equivalent experience in Accounting, Finance, Business Administration, Human Resources
- At least two years of accounting experience, preferably in the nonprofit sector
- At least two years of human resources experience, preferably in the nonprofit sector
- At least two years of operations experience, preferably in a nonprofit environment
- Experience using a variety of software at an advanced level
- Alternative to the above, an equivalent combination of education, training, and experience which provides the required knowledge, skills, and abilities

Technical skills

- Familiarity with QuickBooks Online and Desktop software
- Expertise in using Microsoft Office and Google Workspace
- Basic familiarity with nonprofit accounting principles
- Ability to learn new software (i.e., Bloomerang)

Workplace skills and qualities

- Passion for environmental and justice issues affecting eastern North Carolina.
- Enjoyment of a busy and dynamic work environment
- Superior accuracy and attention to detail
- Exceptional data management, recordkeeping, and organizational skills

- Excellent written and verbal communication skills
- Outstanding customer service skills
- Ability to maintain a high level of confidentiality
- Ability to self-motivate, work independently and as part a team
- Strong critical thinking and problem-solving skills
- Ability to work on multiple projects concurrently and meet tight deadlines
- Strong time management skills and ability to keep track of many tasks that require follow-up
- Curiosity and a sense of humor

About Sound Rivers

Sound Rivers has a long tradition of clean water advocacy, protecting and preserving the health and viability of the Tar-Pamlico and Neuse rivers for 42 years. Sound Rivers is committed to the goal of environmental justice and equity for all people in our watershed. We recognize the benefits and impact of diverse leadership, building of trust in impacted communities, and programs that are inclusive to ensure we serve the needs of all those communities within the Neuse and Tar-Pamlico river basins.

Equal Employment Opportunity

Sound Rivers is committed to a diverse, equitable, and inclusive workplace where we learn and work together to protect the Rivers. We strongly encourage applicants from underrepresented backgrounds in the environmental movement to apply.

Compensation, Benefits, and Values

This is a full-time, exempt position reporting to the Executive Director. The hiring range is \$42,000-\$48,000 depending upon experience and abilities. Sound Rivers offers a comprehensive benefits package that includes paid vacation, personal, holiday, and sick time; 100% covered health, vision, and dental insurance; and a tax-deferred retirement plan with employer match. Sound Rivers places the highest value on its employees and employee retention and is committed to continuously building on our collaborative and flexible workplace environment. We value a healthy work-life balance and offer opportunities for staff development.

Physical Demands

This position requires sitting for periods of time working with computer, standing and walking periodically.

Applications

If you are interested in this position and meet a majority of the essential qualifications, please send a cover letter and resumé in PDF format to jobs@soundrivers.org, subject line "YOUR LAST NAME, Business Manager." If your materials indicate a potential match for our requirements, we will contact you. References will be requested from candidates chosen for interviews. Please, no phone calls or emails to the office regarding this opening. Position open until filled; interviews will be scheduled on a rolling basis. The anticipated start date in January-February, 2023