

February 23, 2021

### **Business Manager**

The St. Croix River Association (SCRA) seeks a skilled professional to manage the business of running our nonprofit organization to realize earned income revenue potential. SCRA is the official nonprofit partner of the St. Croix National Scenic Riverway. We inspire people to protect this national park's rare ecological integrity. Someone that enjoys running the day-to-day operations of an organization, with financial, human relations, and program services while working in a fun and collaborative atmosphere, will find this an appealing position.

### **Position Summary**

The Business Manager will work directly with the Executive Director and be part of the leadership team. They will administer the operations of SCRA's day-to-day functions including: complex bookkeeping functions and evaluating and implementing new income generating events and activities. Management of the office, housing, program and other property, agreements & contracts; it will require someone who can pay attention to the details. They will manage the internal policies and procedures needed for running a well-tuned nonprofit. The ideal candidate will have the ability to translate financial concepts to – and to effectively collaborate with – programmatic and fundraising colleagues who do not have finance backgrounds.

### **Core Functions**

- General bookkeeping including: processing payroll, bill pay, quarterly and other reports, and assist with preparation of the organization's annual budget and annual audit and taxes.
- Provide overall office management and human relations support to SCRA.
- Assist with setting program priorities through keen analytic, organization and problem solving to support and enable sound decision making.
- Administer and review all financial plans and budgets; monitor progress and changes and keep leadership team abreast of the organization's financial status.
- Manage current agreements and provide support for grant and agreement proposals and reports; and telephone coverage, incoming/outgoing mail, mailing lists, legislative contacts.
- Management of the office and other spaces, vehicles, equipment, and property.
- Maintain the office's equipment and supplies, and oversee the IT needs.
- Assist the Executive Director with SCRA Board functions including meeting preparation, minutes and other support activities.
- Other duties as assigned.

### **Qualifications**

- Bachelor's degree plus two to four years of relevant work experience
- Thrive in a collaborative setting with: program staff, directors, and board
- Demonstrated experience with processing payroll and bookkeeping, proficient in QuickBooks and Microsoft Office software
- Experience with budgeting and financial reporting
- A disciplined approach and commitment to data accuracy, with strong attention to detail
- Proficient in project management and event planning, including contract administration
- Ability to manage multiple initiatives with accuracy, timeliness, flexibility, and adjusting priorities as needed
- Proactive leader with excellent communication skills, professional manner, and experience supervising others

**Please send a cover letter and resume to [info\(at\)scramail.com](mailto:info@scramail.com).** This is a full time position with a salary range of \$55,000-65,000 annually, depending on experience, with full benefits. The office is based in the picturesque river town, St. Croix Falls, Wisconsin, with some work-from-home flexibility. This is a fast-paced work environment that provides the opportunity to associate with passionate staff, board members, and advocates committed to protecting the St. Croix and Namekagon rivers while taking a growing organization to the next level. Application deadline is March 30 or open until the position is filled. Occasional night and weekend work is required.

**The St. Croix River Association is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.**