



## **FINANCE MANAGER**

### **Yellowstone Business Partnership**

**Organizational Description:** The Yellowstone Business Partnership (YBP) is a nonprofit organization of businesses and community leaders seeking to enhance the environmental, social and economic well-being of the Greater Yellowstone region through its partnerships and programs.

**Position Description:** The Finance Manager is responsible for YBP's financial operations including routine cash management, accounting procedures, payroll administration, annual budgeting and monthly forecasting, annual audit administration, and contract and grant administration. The manager also is responsible for handling membership records and donor acknowledgments for both YBP and the Linx Regional Transportation Cooperative. The Finance Manager shares office reception and maintenance duties with one other YBP staff member and serves as staff liaison to the Finance Committee.

**Work Supervision:** The Finance Manager reports directly to the YBP Executive Director and works with both the YBP and the Linx co-op board treasurers. The Finance Manager is based in the YBP headquarters office in Bozeman, Montana.

#### **Specific Duties:**

##### Routine Financial Management for YBP and Linx Cooperative (50% of time)

- Record all incoming cash and handle required bank deposits.
- Manage accounts payable and secure required approvals for payment.
- Administer the semi-monthly payroll, securing time card approvals and processing on schedule the electronic direct deposit and tax payment systems.
- Reconcile bank statements before the 10<sup>th</sup> of the following month and prepare monthly reports of financial activity for staff and board perusal/approval.
- Work with the YBP executive director, treasurer and finance committee in preparing six-month cash flow projections and annual budgets for full board approval.
- Arrange for the annual audit/compilation and work with the organizational accountant to ensure accuracy in year-end postings and adjustments.

##### YBP and Linx Membership Tracking and Correspondence (20% of time)

- Issue YBP membership and Linx service invoices at the beginning of each fiscal year and send reminders as required
- Post all membership/service receipts into the YBP membership database when received
- Send acknowledgements to all renewing members and purchasers of service and notify Executive Director of special donors who require personalized responses

### Administration of Grants and Contracts (20%)

- Track the expenditure of restricted grant funds using accepted fund accounting procedures.
- Handle accounting of contract-related activities and prepare regular invoices for work performed under contract agreements.
- Ensure the timely submittal of narrative and financial reports of grant and contract activity as required by the funding organization.

### Office Management and Related Administrative Tasks (10%)

- Assist with walk-ins and phone calls for the YBP office.
- Assume primary responsibility for office and equipment maintenance
- Handle office filing and other duties as time allows
- Attend monthly staff meetings in person and weekly staff teleconferences

### **Qualifications:**

- College degree and at least three years of relevant financial management experience. A high school degree plus equivalent experience and/or training may be considered.
- Demonstrated computer skills with experience in Quick Books Pro (Nonprofit preferred), Microsoft Office (Word, Excel), and Outlook email programs Experience with donor database programs also will be helpful
- Competency in written and verbal communications
- Willingness to travel overnight on occasion to board meetings and the annual YBP conference.

### **Compensation:**

This is a full-time salaried position of 30 hours/week (to start), with an initial salary of \$30-34,000 depending on education and experience. Following a three-month introductory period, the Finance Manager will become eligible for most YBP benefits including health and dental plans, 10 paid holidays per year and paid personal leave, plus an increase in hours may be considered at that time. Permanent employees may participate in a SIMPLE IRA pension plan after one year of employment.

**To Apply:** Qualified applicants must submit a one-page letter of interest, detailed resume, and three business references to [personnel@yellowstonebusiness.org](mailto:personnel@yellowstonebusiness.org). All applications received by **January 17** will be considered in the initial evaluation, but applications will be received until the position is filled.