

Job Summary

Sustainable Solano seeks experienced Business Manager to help support and grow our organizational capacity. The ideal candidate will have a passion for sustainability and community, exceptional finance / accounting, people, organizational and time management skills, as well as non-profit experience. This is a part-time flexible position requiring 20-30 hours per month, with a potential to expand.

Reporting to the Executive Director, the Business Manager is responsible for management of the organization's financial, contractual, and legal / risk management functions.

Essential Job Functions:

- Manage financial planning, systems and controls
- Manage all contractual relationships, including reporting to the funders
- Oversee and improve operational systems, processes and policies
- Perform some administrative functions

Responsibilities by Function:

Financial Management

- Manage accounts receivable and payable in QuickBooks and reconcile monthly activity
- Produce monthly financial reports for review by Executive Director and the Board
- In cooperation with program managers, produce monthly invoices for services and assist with monthly reporting to the funders
- Monitor and report on financial performance against budget
- Develop long-range forecasts and financial plans; actively participate in the annual budgeting process
- Maintain and monitor accounting systems and procedures
- Provide support to external accountant with preparation of annual tax returns and annual audits

Human Resources

- Manage bi-monthly payroll and employee benefits program
- Maintain all personnel records
- Contribute to annual updates of employee policies and maintain HR Manual

Administration

- Increase organizational effectiveness and efficiency through improvements to human resources and financial procedures and systems
- Ensure that appropriate policies, insurance and financial controls are in place to minimize risk

- Develop and implement initiatives and systems that foster operational excellence

Essential Requirements

- 3-5 years of experience in a related field required
- Ability to set priorities and juggle a variety of deadlines while working under pressure
- Strong ability to analyze and improve operating practices and systems
- Fluency with QuickBooks Pro for Nonprofits (or similar), Microsoft Office Suite, and general office management programs, software & equipment; including calendar and internet applications
- Strong oral and written communication skills, ability to receive and give constructive feedback, ability to work in a team setting and provide exceptional customer service
- Physical: Continuous sitting. Working on a computer using dexterous and repetitive finger movements. Some bending and lifting up to 25 lbs. Requires occasional room set-up

Personal characteristics

The Business Manager should demonstrate competence in some or all of the following:

- *Behave Ethically*: Understand ethical behavior and business practices, and ensure that own behavior and the behavior of others is consistent with these standards and aligns with the values of the organization
- *Build Relationships*: Establish and maintain positive working relationships with others, both internally and externally, to achieve the goals of the organization and its mission.
- *Communicate Effectively*: Speak, listen and write in a clear, thorough and timely manner using appropriate and effective communication tools and techniques. Keep open channels of communication with team members.
- *Creativity/Innovation*: Develop new and unique ways to improve operations of the organization and to create new opportunities to further its mission.
- *Foster Teamwork*: Work cooperatively and effectively with others to set goals, resolve problems, and make decisions that enhance organizational effectiveness. Actively participate in Sustainable Solano team meetings and collaborate with other team members. Actively participate in the overall organization's development and management
- *Lead*: Positively influence others to achieve results that are in the best interest of the organization and its mission. Sustainable Solano is striving for democratic management of the organization; authentic leadership practiced by all team members is crucial to the success of this approach.
- *Make Decisions*: Assesses situations to determine the importance, urgency and risks, and make clear decisions which are timely and in the best interests of the organization and its mission. Conducts timely consultation

- with team members and program's stakeholders, if needed.
- *Organize*: Set priorities, develop a work schedule, monitor progress towards goals, and track details, data, information and activities.
 - *Plan*: Determine strategies to move the organization forward, set goals, create and implement actions plans, and evaluate the process and results.
 - *Solve Problems*: Assess problem situations to identify causes, gather and process relevant information, generate possible solutions, and make recommendations and/or resolve the problem.
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COMPENSATION

\$25/hr

HOW TO APPLY:

Please submit a cover letter and resume info@sustainablesolano.org with "Business Manager" in the subject line.

Sustainable Solano is committed to equal employment opportunities and does not discriminate based on an individual's race, sex, religion, color, national origin, ancestry, disability, medical condition, marital status, veteran status, sexual orientation, gender identity, age, or on any other basis prohibited by law.