

Mesa Verde Association

Job Description and Specifications

Business Manager
Job Title

Non-Exempt Full-Time Administrative Employee
Status

Mesa Verde National Park
Location

August 13, 2024
Date

Job Summary:

The Business Manager reports directly to the Executive Director and performs various duties related to the Association's finances, membership program, record keeping and human resources operations.

Job Duties:

Financial Operations

- Posts daily cash sheets to accounting system and collaborates with Retail Manager on best business practices for retail sales outlets and projecting sales goals.
- Oversees accounts payable, accounts receivable, and general ledger, ensuring all records are accurate and up to date.
- Posts purchase orders to the accounting system after they have been approved and sent to vendors. Receives invoices from Senior Buyer after merchandise has been received by warehouse staff and verified, then matches with purchase orders and prepares checks for timely payment.
- Collaborates with administrative staff to prepare annual budget. Prepares monthly budget reports for the Executive Director, Board Finance Committee and administrative staff. Monitors fiscal controls to assure compliance with established budgets.
- Responsible for verifying, securing and promptly depositing cash receipts from retail outlets, trail guide donations, and in-park donation boxes.
- Works with Executive Director and National Park Service partners to fulfill park aid payment and donation requests.
- Processes and submits monthly payroll withholding and sales taxes as required by federal, state and local governments.
- Prepares quarterly financial reports for the Board of Directors and assists the Executive Director in preparation for board meetings.
- Prepares year-end reports and works with accountants/auditors on their annual review of the Association's financials used to prepare official financial statements and 990 Tax Return.
- Additional duties as assigned by the Executive Director.

Membership Program Responsibilities

- Oversees the Association's Administrative Assistant's handling of membership applications, acknowledgement letters, renewal reminders, membership database, and membership data for point-of-sale system.
- Prepares quarterly reports on membership statistics.
- Collaborates with Retail Manager on membership sign-up gifts and promotional materials in the park stores.
- Coordinates year-end membership and donation appeal efforts.
- Additional duties as assigned by the Executive Director.

Recordkeeping Responsibilities

- Attends Board of Directors meetings and acts as recording secretary for the Board; records, transcribes, and submits minutes of the meetings.
- Maintains electronic and paper records of the Association in accordance with the Association's document retention policy, ensuring an orderly and organized system of records.

Human Resources Responsibilities

- Receives employee time sheets; verifies and allocates time worked to various departments; processes biweekly payroll; maintains payroll records; monitors and accounts for annual leave and sick leave accumulation and use; issues W-2 forms; maintains personnel records in accordance with state and federal requirements.
- Processes and submits quarterly unemployment wage data and insurance premiums, as well as Colorado Family Medical and Leave Insurance wage data and insurance premiums.
- Researches, reviews, and proposes benefit plan offerings for full-time administrative employees.
- Develops, recommends, and implements personnel policies and procedures; ensures that policy and procedure manuals and handbooks are prepared and maintained.
- Ensures the association's human resources policies and procedures are compliant with current state and federal regulations.
- Additional duties as assigned by the Executive Director.

Job Relationships:

- This position reports to the Executive Director.
- This position assists in the supervision of the Administrative Assistant.
- This position collaborates and works closely with the Senior Buyer/Technical Administrator and the Retail Manager.
- This position works closely with National Park Service employees.

Basic Job Specifications:

- Bachelor's degree in business, economics, accounting, finance or other related field; and evidence of progressively responsible experience performing above or related duties; or an equivalent combination of education and experience.
- Knowledge of basic business operating functions, procedures, and techniques such as basic accounting, supervision, office management, inventory control, and technical writing.
- Knowledge of various computer hardware and software related to accounting, inventory control, data management and word processing. Knowledge of nonprofit accounting, QuickBooks Online: Nonprofit Edition preferred.
- Ability to accept responsibility for the completion of assigned tasks; communicate effectively, orally and in writing; ability to supervise others.
- Must be able to lift and carry boxes weighing up to 40 pounds.
- Must be bondable.