

## **The Keewaydin Foundation**

### **Job Description**

Title: Business Manager

Exempt/Nonexempt: Exempt; Salaried

Schedule: 40 hours a week, full year, onsite

Supervisor: Pete Hare, Executive Director

Date: November 2023

#### **Specific Responsibilities:**

Reporting to the Executive Director, the Business Manager will perform a wide-range of financial management and general accounting work, primarily in the following three areas:

##### General Accounting

- Prepare Payroll: prepare and distribute pay checks; manage payroll taxes; prepare federal and state reports including unemployment reports (VT, MA, Canada), and monthly and quarterly US census reports; administer Vermont Healthcare requirements
- Manage accounts payable (US and CND)
- Manage accounts receivable including tuitions, contributions, investments and bank deposits; send invoices
- Reconcile bank accounts monthly (US and CND)
- Reconcile credit card accounts monthly (US and CND)
- Manage and deposit employee 403(b) insurance and HSA contributions
- Prepare for and assist with annual audit and Workers' Comp audit
- Ensure the security of all financial-related electronic and paper files while maintaining a professional filing system

##### Foundation Support

- With the Alumni Relations Coordinator, reconcile fundraising contributions with development database (Blackbaud) records
- Prepare foundation financial documents (capital expense charts, fee schedules, receipts and disbursements, profit and loss, account balances)
- Work with Executive Director to prepare capital and annual budgets
- Prepare reports and analysis for the Executive Director and the Board of Trustees; attend board meetings as requested
- Perform candidate background and motor vehicle checks
- Track camper scholarships in support of scholarship donors

- Update and maintain personnel policies

### Support Summer Camp Program

- Set up accounts with local businesses
- Order counselor and camp director charge cards
- Manage trip and petty cash funds
- Manage the Camp Store and some camp equipment ordering, pricing and analyzing all inventory and processes

### Insurance Point Person

- Develop a working understanding of the health insurance plan; provide and submit enrollment forms
- Comprehensive Package: prepare annual applications and information updates, file claims
- Develop a working understanding of Workers' Compensation processes including filing and tracking claims; complete OSHA logs
- Develop a working understanding of unemployment processes including filing and tracking claims

### Requirements

- A Bachelor's degree in accounting or finance
- 5-years of demonstrated successful and relevant experience in nonprofit accounting including bookkeeping procedures
- Excellent technical skills and knowledge of computer applications including database systems, and payroll and accounting software (QuickBooks preferred)
- Experience using complex Excel spreadsheets to track investments and budgets to actuals, and perform analysis as requested
- Experience generating payroll and knowledge of all reporting requirements
- General knowledge of depreciation principles
- Ability to learn Canadian requirements for sales taxes, payroll taxes, etc.
- Ability to think analytically and strategically with an aptitude for efficiency
- Excellent accuracy and attention to detail
- Ability to work under pressure, while being organized and managing multiple projects simultaneously
- Ability to work collaboratively with all members of the Keewaydin community
- Ability to travel to Keewaydin properties as required

### Physical Requirements

This position requires the employee to sit for long periods of time working at a computer, to be available to support work on and off the premises, and to be able to travel in inclement weather as necessary.