



JOB ANNOUNCEMENT

Business Manager

Legacy Land Conservancy is an accredited land conservancy founded in 1971 to protect the forests, fields, wetlands, and rivers of southern Michigan. Serving Washtenaw and Jackson counties, Legacy's mission is to secure for current and future generations a land base for nature, agriculture, fresh water, and recreation today and forever. More information: www.legacylandconservancy.org. Legacy Land Conservancy is an Equal Opportunity Employer.

Overview: The Business Manager provides support primarily for the Director of Finance and Operations (DFO) and Executive Director (ED) but plays a pivotal role in keeping the whole organization functioning by being a solid presence in the office, keeping office systems functioning, working as a liaison between staff and the contracted IT provider, supporting the Finance, HR and Development departments as well as the Executive Director and the Board of Directors.

Reports to: Director of Operations and Finance

Hours: Full Time. Office Hours 9 – 5 M-F

Compensation: \$42,000 + full benefits. Legacy provides a competitive benefits package including paid health, dental, vision, life insurance, long-term disability, professional development opportunities and paid PTO. Legacy supports work/life balance and strives for an inclusive and transparent culture.

Responsibilities:

- Finance and Development
 - Process accounts payable and manage vendor accounts
 - Enter daily deposit batch information in Quickbooks and deposit checks
 - Assist Development staff in updating donor information in Salesforce
 - Enter all credit card charges and reconcile staff credit card accounts
 - Calculate and enter quarter-end cost allocations
 - Assist DFO with annual audit and other tasks as needed

- Office, Technology and Facilities
 - Provide reception duties while in the office: Be first to answer phones, get mail and greet visitors
 - Ensure Legacy's physical offices are tidy and presentable, and office equipment and supplies are stocked, inventoried and functioning smoothly.
 - Manage all service contracts related to the office such as cleaners and pest control, etc.
 - Work with DFO to manage and track all keys and codes
 - Become resident expert and manage backend of office systems, including VOIP phone system, alarm system, conference A/V equipment, copy machine, postage meter, etc.
 - Primary liaison with IT support consultants as issues arise and ensure adequate outcome
 - Provide support to staff in preparing for meetings and events.

- Human Resources
 - Assist with hiring and employee onboarding and orientation
 - Help track employee information
 - Help plan and coordinate quarterly staff workplan meetings and annual retreats
 - Coordinate and supervise office volunteers if needed

- Board/ED support
 - Assist ED to ensure Committee and Board minutes are adequately recorded and filed
 - Assist ED in keeping Board Policies and Board Manual up-to-date
 - Other tasks to support ED as needed

Key Qualifications:

- 2+ years relevant work experience, preferably in a nonprofit organization
- 1+ year bookkeeping experience and/or relevant academic coursework
- Knowledge and experience with QuickBooks and Salesforce or other CRM database preferred.
- Meticulous attention to detail and quality of work product
- Ability to problem-solve and take ownership of assigned tasks
- Discretion in maintaining confidential information
- Aptitude and interest in technology
- Flexibility, enthusiasm for work and mission, and a sense of humor

To Apply: Send resume, cover letter, and references to aagler@legacylandconservancy.org (email subject line: Business Manager Position).

Application Deadline: Please submit a cover letter, resume, and references by December 6, 2021

Legacy is committed to fostering a culture of diversity, equity and inclusion. We embrace people from all backgrounds, experiences and viewpoints, because we value the collective sum of our individual differences, unique capabilities and talents. We encourage and support our employees' differences in age, race, color, ability, ethnicity, family or marital status, sexual orientation, gender identity or expression, language, national origin, political affiliation, socioeconomic status, veteran status and any other characteristics that make our employees unique.