

BUSINESS MANAGER, FULL-TIME



Business Manager, Full-Time

ABOUT US

We are a mission-driven nonprofit organization dedicated to serving our community. We are seeking a Business Manager to oversee financial operations, member registration, and HR support to ensure smooth day-to-day operations.

POSITION OVERVIEW

The Business Manager will manage finances, support staff and member services, and strengthen organizational systems. The ideal candidate is detail-oriented, organized, and committed to advancing our mission.

KEY RESPONSIBILITIES

- Oversee accounts payable/receivable, billing, and financial reporting.
- Support budget development, forecasting, and audits.

QUALIFICATIONS

- Bachelor's degree in Accounting, Business, Nonprofit Management, or related field (or equivalent experience).
- 3+ years in finance, business management, or nonprofit administration.
- Proficiency with QuickBooks (or similar) and database systems.
- Strong organizational, communication, and problem-solving skills.
- Experience with nonprofit or donor/membership databases preferred.

WHAT WE'RE LOOKING FOR

- Accuracy and attention to detail.
- Ability to manage multiple priorities and deadlines.
- Strong interpersonal skills with staff, members, and community partners.
- Commitment to the mission and values of our organization.