



BUSINESS OPERATIONS MANAGER JOB DESCRIPTION

The Business Operations Manager is key at the United Way of Yampa Valley. They manage, maintain, and develop an effective and efficient accounting system. They administer policies related to accounting activities and ensure compliance with organizational and legal practices. This position is partnered with leadership in decision-making on human resources and operations. They communicate, engage, and interact with the Board of Directors, the Finance Committee, and the Director of the UWYV.

FINANCES and ACCOUNTING

- Work closely with the Director to produce annual budgets, quarterly financial reports, forecasts, and cash flow reports.
- Review and suggest updates to the organization's finance and accounting policies.
- Remain current on best practices and state, federal, and local laws regarding operations and human resources
- Support the Board of Directors, Treasurer, and Finance Committee in presenting Financial Reports.
- Strive for continuous improvement in financial systems and processes.
- Oversee accounting functions including accounts payable, accounts receivable, payroll (via QuickBooks), grants, bank deposits, reconciliations, and cash management.
- Manage donor database and track donations, including stock donations.
- Pull appropriate information from the donor management software for the organization's annual report.
- Solicit and manage competitive CD rates.
- Manage all bank accounts and debit cards.
- Manage all financial aspects of fundraising events.
- Support Marketing and Communications with donor records, email lists, and other relevant projects.
- Manage Workplace Giving (WPG) pledges and payments.
- Oversee accounting for employee benefits and personnel records.
- Prepare cash flow statements, cost allocations, and grant reports.
- Oversee the preparation of monthly and quarterly financial statements.
- Assist bookkeepers in preparing and submitting local, state, and federal tax returns, including IRS Form 990.
- Provide strong leadership, decision-making, and communication with the bookkeeper.
- Work with external auditors, tax return preparers, project partners, bankers, and labor law attorneys. Lead preparation for the annual audit. Work closely with the external auditor to ensure fiscal compliance.

HUMAN RESOURCES

- Review employee benefits each year and negotiates rates.
- Manage PTO and sick day requests.
- Compliance with current employment labor law requirements.
- Unemployment claims process.
- Employee onboarding and training.
- HR policy development and documentation.
- Manage and revise employee handbook review, compliance, and updates.
- Employee termination documentation.

GRANTS and CONTRACTS

- Assist with incoming and outgoing HRC and United Way grants for Moffat, Rio, and Routt.
- Support the Community Investment Committee and manage the annual United Way grant process, including applications and allocations.
- In collaboration with the Director, Board Finance Committee, and Impact Managers, create financial plans, reviews, and manage agreements, contracts, grants, memorandums of understanding, and other related documents with agencies including but not limited to government, other non-profits, foundations, and leasing agents including equipment and event venues.
- Files state annual reports, Federal DUNS number, and SAM registration.

LICENSES, REGISTRATIONS, INSURANCE, and PROPERTY MANAGEMENT

- Regularly review and maintain insurance contracts for business liability (UWYV), insurance contracts for building (443 Oak Nonprofit Center), and Directors' and Officers' Insurance.
- Provide liability certificates of insurance for events.
- Work with CIIC to pay for cleaning and maintenance of the building.
- Renew Colorado Secretary of State registrations.

QUALIFICATIONS

- Bachelor's degree in finance, accounting, or business administration.
- 5 years of experience in bookkeeping, accounting, and finance.
- Proficiency in QuickBooks and Microsoft Excel.
- Experience with donor database management.
- Ability to communicate effectively, verbally, and in writing.
- Possess excellent customer service skills.
- Ability to relate well with people and communicate professionally.
- Interest in United Way's mission and helping those in difficult circumstances.

SALARY AND BENEFITS

- Annual salary of \$65,000 + a minimum 2% increase yearly.
- Health, dental, and vision insurance.
- Health Savings Account.
- Short-term and long-term disability insurance.
- SIMPLE plan, a 3% match after one year of employment.
- National holidays.
- 48-hour sick leave.
- Graduated Vacation Days – up to 6 weeks, based on seniority.

Send a cover letter, resume, and three references to Jen Bruen, Executive Director, director@unitedwayyv.org