



Job Description: Business Manager – Full Time

Baltimore Woods Nature Center is a leader in facilitating opportunities for people to build personal connections to nature. Through engaging experiences and place-based exploration, we envision communities united in stewardship and love of the natural world.

www.baltimorewoods.org

Baltimore Woods Nature Center is a nonprofit organization located in Marcellus, NY that has been dedicated to the mission of connecting communities and nature in wisdom and wonder for almost 60 years. Located on over 270 acres, the Baltimore Woods preserve is home to the John A. Weeks Interpretive Center and includes over seven miles of trails that lead visitors through various stages of successional forest including a pond, valleys, wetlands, and streams. **We are currently seeking an experienced and community-driven person to join our dynamic team and take a leadership role in the organization's day-to-day operations and continued growth and success.**

The Business Manager will be responsible for managing employee onboarding, financial oversight including payroll, grant reporting, donor database management, and providing support to the Executive Director and Board of Directors. This position includes a benefits package and professional development opportunities and is available immediately.

Primary Job Responsibilities

- ***Financial Management and Oversight***
 - Work closely with the Executive Director and Board Treasurer on financial matters.
 - Oversee processing and reconciliation of financial transactions in Quickbooks and additional software including Square, EveryAction, and Active Network
 - Monitor purchasing and grant expense, ensuring proper documentation, reconciliation, reporting, and recognition.
 - Track donations and ensure proper acknowledgement and recognition.
 - Review, code, record and pay bills on a bi-weekly basis.
 - Reconcile bank accounts monthly.
 - Assure tax compliance, including year-end 1099s.
 - Assist with providing monthly financial reports to leadership.
- ***Office and Organizational Oversight***
 - Manage office supplies by tracking inventory and ordering new items as needed.
 - Maintain records of assets (laptops, keys, etc.).
 - Renew annual insurance-related coverage and assist staff with requested documentation to support grants and program contracts.
 - Coordinate with vendors for office needs, repairs and services to help ensure smooth office operations.
 - Receive, sort and distribute incoming mail and prepare and send outgoing mail daily.
- ***Donor Data Management***
 - Provide oversight and assist the Executive Director with
 - Keeping accurate contact records in the organization's CRM system EveryAction
 - Tracking donations, grants, and pledges in the system.
 - Preparing reports and supporting communications, such as email and direct mail
 - Supporting donor engagement as needed.
 - Maintaining functional, accurate program registration databases, assisting the public with program registration as needed.

- **Human Resources**
 - Manage staff onboarding and benefits overview for new staff.
 - Maintain employee files, including administration of health, dental, 403b and other benefits-related paperwork.
 - Manage employee benefits, assisting with enrollments, changes, and inquiries.
 - Support conducting background checks for new hires and ensure proper documentation.
 - Support appropriate collection of emergency contact information for staff.
 - Monitor, track and submit payroll documentation to third-party contractor, ensuring accurate and timely payments and coordinate direct deposits.
 - Prepare and submit annual W-2s.
 - Prepare annual Workers' Compensation Audit and other annual reports as required.
 - Manage and track employee PTO balances, approvals, and usage in Timesheets.
 - Ensure compliance with labor laws and regulations related to payroll and PTO.
- **Organizational Support:**
 - Answering phones during regular business hours (Monday – Friday 9am-4pm) and transferring to appropriate staff members, managing emails in a professional manner.
 - Engage with the public and participate in events, helping create and build relationships.
 - Manage building and pavilion rentals and requests for non-educational events.
 - Staff the Interpretive Center on a rotating basis on Saturdays and during large community events, when appropriate.
 - Provide administrative support to the Board of Directors, including preparing materials and assisting in scheduling meetings as needed.
 - Assist with management of the gift shop and vendor relations.
 - Other duties as agreed upon.

Qualifications

- Excellent interpersonal and communication skills, including verbal and written communication.
- Strong organizational skills, ability to multi-task, adapt to change, and to prioritize effectively.
- Strong connection to the mission of the organization and enthusiasm for maintaining and building community amongst visitors, program participants, staff, volunteers, and the broader community as part of a small, growing organization.
- Bachelors Degree or relevant experience in business administration, finance, nonprofit management, or a related field
- 3+ years of experience in nonprofit administration, human resources, or financial management.
- Strong experience with Quickbooks Desktop or Quickbooks Online, Google Workspace, and the Microsoft Suite, including Word and Excel.
- Knowledge of payroll systems and benefits management
- Strong understanding of nonprofit financial management, including familiarity with audit preparation, grant tracking, bulk mailings, and donor management.
- Organized, task-focused, and deadline oriented.
- Ability to work independently and as part of a collaborative team.
- Flexibility of hours: some evening, weekend, and holidays are required.
- Background check and program safety training required

To apply, send resume and cover letter to: Whitney Lash-Marshall, Executive Director at whitney@baltimorewoods.org

Baltimore Woods Nature Center is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.

Job Summary: Baltimore Woods Nature Center Business Manager

- Location: 4007 Bishop Hill Road Marcellus NY 13108
- Job Type: Full Time (40 hours per week)
- Schedule: Monday-Friday with some weekends on a rotating basis
- Reports to: Executive Director
- In person vs. remote: In-person
- Starting Salary Range: \$20-\$25 per hour
- Benefits: Health Insurance, Dental Coverage, Personal Time Off, Vacation Time, Sick Time, 403(b) with annual employer match, professional development opportunities.