



Job Title: Business Manager

Scope: 25 hr/week salaried exempt position with benefits

Based at: Country Dance and Song Society, Easthampton, MA

Reports to: Executive Director

Salary Range: \$30,000-\$35,000 DOE

Job Purpose:

Under the direction of the Executive Director, responsible for the day-to-day business operations of the organization. Provides leadership in several areas of financial management. Oversees the general ledger, accounts payable, payroll, budget preparation & monitoring, tax return preparation, and is the primary contact for the annual financial audit. Provides accurate and timely financial reporting in compliance with generally accepted accounting principles (GAAP).

Key Finance and HR Responsibilities and Accountabilities:

1. In collaboration with the Executive Director, prepare the annual budget and lead the budget presentation and discussion with the Finance Committee
2. In collaboration with the Accounting Manager, maintains the general ledger, payable and payroll of the organization
3. Prepare entries to the general ledger
4. Track daily cash balance to ensure adequate funds are available to meet operating requirements
5. Prepare monthly financial package to be disbursed to the Executive Director and Finance Committee
6. Develop financial reports to the Executive Director and Finance Committee as requested
7. Coordinate the annual health insurance renewal and review
8. Maintain corporate policies in order to comply with Federal and State regulations
9. Develop and implement new financial and/or organizational policies as required
10. Prepare annual filings within filing deadline, including (but not limited to):
 - a. Form 990 and Form 990-T, and present to the Finance Committee for their review
 - b. MA Form PC, and present to the Finance Committee for their review
 - c. All grant filings and generate Funder's reports (currently this includes a Mass. Cultural Council [MCC] grant)
 - d. Form 5500-SF and Form 8995-SSA pension filings
 - e. Fee Disclosure filing with TIAA-CREF
 - f. Mass Form AP-1 and Annual Report filing
11. Maintain personnel files, including application, resume, and required tax documents
12. Orient new employees to organizational policies and procedures

13. Assist employees with employment and benefit plan questions
14. Other duties as required

Personality:

- Comfortable communicating and managing staff and outside vendors
- Works well with others
- Proactive, self-motivated, shows initiative
- Well organized
- Ability to adapt to a changing environment

Personal Situation:

- Able to work required hours
- Flexibility to work extended hours if needed
- Ability to work from home as needed

Specific Job Skills:

- Knowledge of bookkeeping and generally accepted accounting principles.
- Knowledge of accounting techniques and procedures.
- Knowledge of maintaining account balances and reporting on their status.
- Works independently based on company policy and procedures
- Excellent attention to detail
- Demonstrates ability to communicate effectively
- Experience in managing multiple activities & priorities
- Demonstrates efficient time management

Computer Skills:

- Microsoft Office Suite
- Quickbooks accounting software.
- Salesforce experience desirable

Business Skills:

- Excellent verbal & written communication skills

Education:

- Bachelor's degree in accounting or business administration

TO APPLY:

Send cover letter and resume to Bob Blondin at bob@cdss.org by January 4th to ensure consideration.