



18 Tremont Street, Suite 308
Boston, MA 02108
www.secondnature.org

Position: Business Manager

Position Description

Reporting to the Director of Communications and Operations, the Business Manager:

- performs accounting and financial functions to produce accurate financial information used to facilitate decision-making;
- manages organization-wide human resources planning and development; manages general office operations for the organization;
- develops, implements and administers various human resource plans and procedures for all personnel;
- assists the treasurer and the president in developing the annual budget.

Position Responsibilities

Financial and Regulatory

- Compiles, analyzes, prepares and distributes accurate financial reports and information related to business operations.
- Conducts budget and forecasting analysis and financial statement preparation for management review. Produces accurate financial information used to facilitate decision making related to operations.
- Manages accounts payable and accounts receivable. Manages cash management, including preparing cash flow projections.
- Manages semi-monthly payroll involving employees, hourly and salaried, in multiple states. Examines quarterly reports for accuracy and manages the relationship with the payroll vendor.
- Assists the treasurer in the preparation of tax and regulatory reporting and filing including meetings in order to present information and findings related to audit.
- Drafts, in consultation with other staff, memorandums of understanding and consulting contracts.
- Facilitates and participates in meetings. Provides information, insight and guidance related to financial situations and budgeting.

Operational and Human Resources

- Manages health and disability insurance coverage and other employee benefits to ensure coverage and programs are effective and appropriate. Researches vendors and services, obtains quotes, makes recommendations, and facilitates decision making related to employee benefit programs.
- General responsibility for supervising the human resources procedures of the organization. Develops, recommends, and implements personnel policies and procedures for all personnel. Prepares and maintains handbook on policies and procedures.
- Participates in developing operational goals, objectives and systems, particularly in relation to financial impacts. In partnership with the program directors, recommends new approaches, policies, and procedures to effect continual improvements in efficiency and services performed.
- Assists in recruitment effort for all exempt and nonexempt personnel, interns, and contractors. Participates in new hire interviews. Conducts new employee orientations. Coordinates exit interviews. May write and place advertisements.
- General office management to include ordering supplies, managing vendors related to equipment maintenance and managing facility-related issues with landlord.
- May manage relationships and communicate with multiple vendors to include: payroll service firm; benefit administrators; insurance agents; IT consultants; business consultants; bankers; state officials; and auditors.
- Performs other related duties as required.

Qualifications

Bachelor's degree in business, accounting, or related field is required. A minimum of three years of experience in human resources management, accounting, bookkeeping, cash flow management, staffing external audits, payroll processing, employee expense processing, budgeting, and forecasting is required. Extensive experience with Microsoft Excel is required and a strong familiarity with QuickBooks is desired. Experience and knowledge in the non-profit context is preferred. A background in higher education is a plus. The qualified candidate has excellent interpersonal skills and demonstrated ability to take initiative, to work independently and as part of team, and to complete tasks accurately and on time.

Position Classification

The Business Manager position is a part time, staff position (20 hours per week), with pay and benefits commensurate with experience. This position requires a working presence in the downtown Boston Second Nature office.

Second Nature

Second Nature's mission is to accelerate movement toward a sustainable future by serving and supporting senior college and university leaders in making sustainability the foundation of all learning and practice in higher education. We believe that in order for society to move in a sustainable direction,

higher education must develop a new framework in which the sector and individual institutions operate as a fully integrated communities that teach, research, and model social and ecological sustainability. For more information, please see www.secondnature.org.

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To apply for this position, please send a cover letter and resume to careers@secondnature.org.