Title: Business Manager

Reports to: Chief Financial & Administrative Officer

Position Overview:
The Business Manager is a key member of the organization’s Finance & Administration team. The Finance & Administration team members (Chief Financial & Administrative Officer, Senior Director of IT & Administration, Business Manager, and Office Manager) work closely together to provide financial and administrative resources that support an effective and productive work environment for all Steppingstone staff. The Business Manager maintains accurate records of all the organization’s financial transactions and is responsible for processing the organization’s biweekly payroll. As a member of the Finance & Administration team, the Business Manager will be expected to cross-train on other responsibilities.

Responsibilities:
● Process biweekly payroll and act as liaison to the payroll company
● Along with the Human Resources Coordinator, maintain and organize confidential personnel files
● Work with Human Resources Coordinator to process new hire and termination paperwork
● Answer payroll inquiries and resolve discrepancies as they arise
● Process accounts payable transactions in QuickBooks according to approved procedures
● Process accounts receivable, cash receipts & other revenue transactions in QuickBooks according to approved procedures
● Make journal entries and enter data as needed into QuickBooks
● Prepare monthly bank statement reconciliations
● Assist with the preparation of various financial reports
● Maintain supporting schedules and spreadsheets as needed
● Assist with the annual independent audit

Knowledge and Skills:
● Knowledge of basic accounting principles and practices
● Excellent quantitative analysis skills
● Strong customer-service orientation with both internal and external customers
● Effective organization, time-management, and project-management skills
● Demonstrated problem-solving ability and professionalism
● Ability to work both independently and as a team
● Knowledge of and comfort with technology

Education and Work Experience:
● Associate’s degree or equivalent experience required
● Payroll, accounts payable, and cash receipts processing experience
● Experience with QuickBooks, Excel, and payroll processing systems
Salary Range: $40,000 - $45,000

Weekly Schedule: 30 hours (flexible)

To Apply: Please email your resume and a thoughtful cover letter, outlining how your skills and experience meet the qualifications of the position, and how you learned about this position, to Human Resources at jobs@tsf.org. Applications will be reviewed on a rolling basis. Please include “Business Manager” in the subject line of your email.

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