

Business Operations Manager

Full-Time: 40 hours per week.

Base salary range: \$45,000-\$60,000

Emerging Prairie is adding a Business Operations Manager to our organization. This is a new position within the organization that will play a key role in day-to-day operations, finance, HR, and team relations.

Overview:

Operations and Finance Management	70%
Human Resources/Team Development	20%
Other Duties as assigned	10%

Operations and Finance Management:

- Develops system to account for financial transactions by establishing a chart of accounts; defining bookkeeping policies and procedures.
- Maintain subsidiary accounts by verifying, allocating, and posting transactions.
- Perform monthly, quarterly and annual accounting activities including reconciliations of bank and credit card accounts, coordination and completion of annual audits, and reviewing financial reports/support as necessary.
- Maintains historical records by filing documents.
- Prepares financial reports by collecting, analyzing, and summarizing account information and trends.
- Complies with federal, state, and local legal requirements by studying requirements; enforcing adherence to requirements; filing reports; advising management on needed actions.
- Tag and monitor fixed assets.
- Pay supplier invoices, credit card statements, and bills in a timely manner.
- Cost reduction tactics - finding duplicate charges, unneeded spending, etc...
- Credit card management - payments, reconciliation, classifications, adding and removing cards.
- Track in-kind discounts and donations.
- Issue invoices and AR reminders to customers.
- Record cash receipts and make bank deposits.
- Comply with local, state, and federal government reporting requirements and 501c3 requirements.
- Process payroll in a timely manner
- Provide clerical and administrative support to management as requested
- Follow accounting policies and procedures
- Maintain continuous lines of communication, keeping the Executive Director informed of all critical issues related to finances, personnel, and organizational operations.
- Provide insight to Executive Director and leadership team members as the team makes strategic decisions on financial planning, budgeting, cash flow, and policy matters.
- Effectively communicate and present critical financial information at select board of directors and committee meetings.
- Assess EP annual budget quarterly and recommend adjustments as needed to ensure financial stability of the organization.
- Provide comprehensive updates on the annual budget to the Board of Directors and leadership team.
- Upgrade and implement an appropriate system of policies, internal controls, accounting standards, and procedures.
- Facilitate and/or complete the tax process for each year. Including issuing 1099's, organizational tax filings, annual reports, and audits.

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- Key relationship management with insurance agency, banks, HR management organization, and other key business operations relationships.
- Customer Relationship Management system maintenance.

Human Resources and Team Development:

- Implementing and revising a company's compensation program
- Creating and revising job descriptions
- Developing, analyzing and updating the company's evaluation program
- Developing, revising, and recommending personnel policies and procedures
- Maintaining and revising the company's handbook on policies and procedures
- Performing benefits administration
- Maintaining affirmative action programs
- Overseeing recruitment efforts for all personnel, including writing and placing job ads
- Conducting new employee orientations and employee relations counseling
- Overseeing exit interviews
- Maintaining department records and reports
- Participating in administrative staff meetings
- Maintaining company directory and other organizational charts
- Recommending new policies, approaches, and procedures
- IRA management - match submission and tracking
- Keep up to date on local, state, and federal guidelines for HR requirements.

Qualifications:

- Minimum of a Bachelor's Degree in a relevant field (business, accounting, finance etc) or 5 years of working experience.
- Direct experience in Human Resources (3-5 years).
- Direct experience with bookkeeping (3-5 years).
- Knowledge of bookkeeping and generally accepted accounting principles.
- Proficient at utilizing Quickbooks Online.
- Proficient using Microsoft Office Suite, Google Suite, as well as email and web searches.
- Excellent judgment and creative problem solving skills including negotiation and conflict resolution skills.
- Strong mentoring, coaching experience to a team with diverse levels of expertise.
- Excellent analytical, problem solving and decision making skills; high degree of accuracy, attention to detail and confidentiality

Preferred Qualifications:

- CPA
- 3-5 years experience working in or with a startup.

Physical demands:

- Regularly spend long hours sitting and using office equipment and computers
- Regularly work on repetitive tasks
- Regularly speak clearly so listeners can understand
- Regularly understand the speech of another person

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- Frequently bend to file and maintain files
- Occasionally lift 5-10 pounds
- Ability to bend, squat, climb stairs and lift occasionally.
- These physical requirements must be met with or without accommodation

Work environment:

- May occasionally work in temperatures above 100 degrees and below 32 degrees.
- May occasionally walk on slippery or uneven surfaces.
- May occasionally climb ladders and work off elevated surfaces.
- Noise level in the work environment is frequently loud.
- Ability to work outside normal business hours (9am-5pm cst) on an occasional basis.

Benefits and Culture:

- Flexible work environment that allows the employee to work from varied environments and locations. (Note* this role must be located in Fargo, ND)
- IRA program with employer match.
- 50% coverage of employee health insurance premiums for FTE employees (Does not include vision or dental).
- Additional health benefits offered through PRO Resources.
- Technology stipend per month.
- 10 paid holidays (Including your birthday!)

Emerging Prairie is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.

About Emerging Prairie

Emerging Prairie (EP) is an organization that believes in and nurtures the potential of our community and its leaders. We have made it our mission to celebrate entrepreneurs, artists, creators, and community leaders in the Fargo-Moorhead area. Recognition of our community's potential, development of an environment for social connectivity, and the act of highlighting the risk takers and change-makers is vitally important, as these are the key accelerators of growth and development. Emerging Prairie was founded based upon the following principles in 2013 by a group of Fargo entrepreneurs who wanted to make a difference in the community they call home.

1. Accelerate Entrepreneurs - We host events that give entrepreneurs a platform to share their passion about their business or idea. We continue to strengthen programs that provide opportunities for entrepreneurs to learn and connect.
2. Educate Our City - By bringing ideas to Fargo and challenging the status quo, we can move our community forward. Through events, programming, and using our influence to convene leaders, we are able to move ideas to action and impact.
3. Infuse the Arts - We create opportunities for the arts / artists to be incorporated into all of our events and programs. We believe artists are the vital culture creators in a community; culture is a key factor in what makes people choose to build a life in a city.

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4. Build on Our Brightspots - We are cheerleaders and champions of the people who are doing great things in our community. Working from the idea of "a rising tide lifts all boats," we celebrate those that are making progress and positively impacting our community.
5. Practice Radical Inclusivity - As the fabric of our community becomes richer, we need to create an environment to welcome people from a variety of backgrounds, faith traditions, lifestyles, etc. We do this through actions such as participating in Welcoming Week, celebrating New American Entrepreneurs, providing gender neutral restrooms at events, utilizing "pay what you can" methods and offering vegan food at our events.

Mission statement: To connect and celebrate the entrepreneurial ecosystem.

Vision: The relentless pursuit to improve the human condition both locally and beyond.