



Business Manager

Groundwork USA seeks a Business Manager to support the day-to-day financial and administrative operations of the organization. This is an opportunity to join a dynamic, growing national organization with inspiring work and an enthusiastic team.

A national enterprise with local roots, Groundwork USA is the only national network of local organizations dedicated to creating healthy, resilient neighborhood environments in low-resource communities through meaningful community engagement and collaboration. Local Groundwork affiliates, called "Trusts," are community-based organizations that transform neglected land and waterways into community assets while building community capacity to effect change. Groundwork USA supports this dynamic network and advances climate justice and equitable development initiatives through national technical assistance and learning network programs for local practitioners.

Interested candidates should review our website, <http://groundworkusa.org>.

The Position

The Business Manager is responsible for leading and managing a broad range of financial and administrative responsibilities that support the organization's effectiveness and efficiency. The responsibilities include managing the organization's accounting records, supporting the day-to-day financial operations of the organization, all aspect of office management and supporting HR processes. The Business Manager also manages the organization's payroll and provides support for grant reporting and compliance, as well as organizational initiatives and policy compliance. This is a full-time position, reporting to the Chief Operating Officer (COO). This position is 100% remote.

Responsibilities

Financial

- Manage the organization's accounts payable, including processing payment requests and vendor invoices through our electronic invoicing and payment system, making recurring electronic payments handled outside of this system, and compliance with organizational policies and IRS reporting (1099) requirements.
- Manage the organization's credit cards including payment, reconciling, and maintaining documentation.

- Manage accounts receivable including maintaining accounts receivable register, depositing checks, recording electronic receipts, coordinating with the Development Director, and accounting for all cash inflows.
- Coordinate cash management in collaboration with the COO and Finance Director.
- Support the organization's annual audit process, including the federal Single Audit.
- Manage payroll, utilizing ADP, while ensuring compliance with federal, state and local laws and organizational policies.
- Make payments to the 403(b) plan and accounting for employee and employer contributions.
- Maintain employee time reporting system (BambooHR) and create a monthly payroll allocation based on employee timesheets.
- Support federal grant compliance efforts as it relates to vendor invoices.

Human Resources

- Support the Director of Operations with hiring and onboarding efforts.
- Support the Director of Operations with employee benefit management including open enrollment, updating employee records, and managing vendors.

Administration

- Act as the point person for all inquiries made to GWUSA's main phone line.
- Coordinate distribution of received mail to the appropriate staff members.
- Support new staff with ensuring they have the proper office supplies, technology, etc. to accomplish their jobs and manage requests from existing staff.
- Coordinate outsourced IT vendor, act as point of contact for organization's IT systems and equipment and maintain inventory of IT equipment.
- Assist staff in locating and securing meeting spaces for occasional in-person meetings.
- Support organizational travel needs.

Requirements and Minimum Qualifications

- A passion for Groundworks' values and vision.
- Experience and comfortable working in multi-cultural, inclusive settings
- Demonstrated bookkeeping and accounting skills with a minimum of three years of relevant experience.
- Experience with accounting and expense management software.
- Strong Excel skills and proficiency in Microsoft Office.
- Excellent organizational and written and verbal skills.
- Strong attention to detail.

- Ability to work independently and as part of a team in a remote work environment.
- Demonstrated experience with maintaining effective, professional relationships within and outside an organization.
- Initiative and demonstrated ability to handle multiple responsibilities, balance competing priorities and meet deadlines.

Preferred Qualifications

- An undergraduate degree in accounting or business administration.

Compensation

The starting salary range for this position is \$70,000-\$75,000, commensurate with qualifications. Benefits include health insurance, dental and vision insurance, a 403(b) retirement plan with employer match, life insurance, short-term disability and long-term disability, work from home stipend and generous paid-time off.

Applications

To apply, [click here](#) to complete a short application and submit a cover letter and resume. You can find more details at: www.groundworkusa.org/careers

Applications will be evaluated on a rolling basis; all applications received by February 24, 2023, will be ensured full consideration.

Groundwork USA is an equal opportunity employer, committed to maintaining and growing a diverse team, and an anti-racist organization committed to doing business in keeping with core values of relevance, equity, diversity, and inclusion.