



# THE CATAMOUNT TRAIL ASSOCIATION

NORTH AMERICA'S LONGEST BACKCOUNTRY SKI TRAIL

## JOB TITLE

Business Manager

## POSITION DETAILS AND BENEFITS

Reports to: Executive Director

Status: Part-time, 15-20 hours/week

Salary Range: \$27-29/hour depending on experience

Benefits: Access to Retirement and Health Care Benefits, Paid time off

Flexible Schedule: Allowed; must be arranged with supervisor

Virtual Work: Allowed; must be arranged with supervisor

## QUALIFICATIONS

Strong working knowledge of Quickbooks or similar accounting systems

Understanding of generally accepted accounting principles (GAAP)

Strong organizational, communication and analytical skills

Highly developed critical thinking and judgment

Ability to work independently as well as in a team/group setting

Experience with spreadsheet applications and computerized accounting software

Experience with word processing applications

Competency with data tracking systems

Intermediate proficiency with Excel

## RESPONSIBILITIES

### **Financial**

Manage financial database (QuickBooks)

Manage grants received (awards, releases, cumulative balance)

Process all payables and receivables

Process bank deposits

Manage petty cash

Generate database (Neon CRM/Quickbooks) income reconciliation reports and facilitate monthly review Monitor investment accounts and facilitate statement review

Generate monthly financial reports for chapters

Generate financial reports for ED and BOD as needed

Meet with and support Finance Committee

Reconcile checking account and facilitate monthly review

Process bimonthly payroll and monitor tax payments

Monitor quarterly and annual taxes

Calculate and track staff benefits and vacation accrual

Generate and gather financial and other information for annual internal audit

Assist ED with annual budget preparation

Manage workers compensation and liability Insurance audits

Update accounting manual



# THE CATAMOUNT TRAIL ASSOCIATION

NORTH AMERICA'S LONGEST BACKCOUNTRY SKI TRAIL

## **Database Management/Membership**

Manage Neon CRM database

Generate monthly membership reports for chapters

Generate periodic membership and other data reports for ED and BOD

## **Fundraising/Marketing:**

Prepare Thank You letters for donors

Prepare newsletter/direct mail lists

Assist with Annual Fund appeal (donor segregation, mailing lists, printing, etc.)

Assist with Trail Fund appeal (donor segregation, mailing lists, printing, etc.)

Assist with Membership appeals (mailing lists, etc.)

Assist with MDT lists for Tour Coordinators (financial info, primarily)

## **General Admin./Customer Service:**

Order office supplies

Process/mail membership materials

Process/mail all retail/wholesale merchandise orders

## **EQUAL EMPLOYMENT OPPORTUNITY**

The CTA maintains a strong commitment to diversity and openness. We seek a diverse staff and group of volunteers. Positions, volunteer opportunities, and services are open to all applicants without regard to race, color, national origin, ethnicity, disability, age, gender, economic background, sexual orientation, political affiliation, veteran status, religion, or creed.

## **HOW TO APPLY**

Send PDF formatted cover letter and resume to:

Matt Williams - Executive Director

[mwilliams@catamounttrail.org](mailto:mwilliams@catamounttrail.org)

## **QUESTIONS?**

Email Matt Williams, [mwilliams@catamounttrail.org](mailto:mwilliams@catamounttrail.org)

## **CLOSING DATE FOR APPLICATIONS**

Applications will be reviewed on a rolling basis with priority given to those submitted by Friday, July 4th.

## **STARTING DATE**

As soon as possible.