

# Historic GENEVA

## **Job Description Business Manager**

The Business Manager is a key member of a small team that collaborates in the effective functioning of Historic Geneva. The Business Manager is responsible for the general day-to-day management of Historic Geneva's office. He or she works closely with the Executive Director and Treasurer. The Office Manager reports to the Executive Director. The position is full time (35 hours a week) with a Tuesday – Saturday schedule. The salary range is \$31,000-\$33,000. Benefits include paid time off (vacation, sick leave, and holidays), and contributions to retirement plan.

### **SPECIFIC RESPONSIBILITIES**

#### **Financial**

- Oversee accounts payable, payroll, cash receipts, and other bookkeeping functions through QuickBooks.
- Process bank deposits.
- Prepare monthly bank reconciliations for multiple bank and endowment accounts.
- Maintain DonorPerfect database for all fundraising activities.
- Coordinate the annual audit with outside auditors including maintaining vendor files, payroll records, endowment accounts, and other documents; creating the statement of functional expenses; and providing necessary support to the auditors.
- Maintain financials records for the Wassail Bowl Committee and provide assistance as needed.
- Prepare and process payroll.
- Process IRA contributions.
- Oversee vendor records, billings, and payments.
- Maintain financial spreadsheets (grants, Special Designated Funds, etc.).
- Prepare and submit quarterly sales tax returns.

#### **General Management**

- Prepare acknowledgements for all donations including annual support campaigns and memorials.
- Coordinate bulk mailings.
- Coordinate filing of the Annual Workers Compensation Audit, Annual US Census Audit, and additional reports.
- Geneva History Museum
  - Welcome and orientate visitors.
  - Answer the phone.
  - Maintain office and housekeeping supplies.
  - Develop the Gift Shop with the Executive Director.

- Process on-site and online Gift Shop sales.
- Maintain Gift Shop sale records.
- Conduct annual inventory of the Gift Shop.
- Rose Hill
  - Maintain Gift Shop sale records.
  - Assist the Carriage House Gift Shop Manager as needed.
  - Assist the Visitor Services and Programs Manager with group tours and event rentals.
- Volunteer Coordination
  - Maintain list of volunteer and intern projects.
  - Recruit volunteers through the “Be A Part of Historic” initiative and other methods.
  - Onboard new volunteers.
  - Train volunteers as needed.
  - Support the other staff with their volunteers and interns.
  - Maintain volunteer and intern records (contact info, hours, etc.).

### **Other**

- Prepare monthly report for the Board of Trustees.
- Take minutes at the monthly Board of Trustees meetings.
- In collaboration with the Director of Education and Public Information, disseminate information for Historic Geneva properties, programs, and events.
- With other staff, manage email marketing.
- Participate in professional development opportunities as approved by the Executive Director
- Assist with projects, programs, and events as requested by the Executive Director.