



## Boulder Shelter for the Homeless

### Job Description

**Job Title:** Business Manager

**Reports To:** Chief Financial Officer

**Status of Position:** Full Time (40 hours/week)

Highly trusted adviser to work directly with Chief Financial Officer. Must be able to multi-task, adapt to changing priorities and maintain confidentiality. Must demonstrate desire to embrace the organization's mission while upholding its core values: Treating all with dignity, achieving results through competence and creativity, offering support and opportunity and practicing responsible stewardship.

#### Outline of Key Duties:

- **Banking and cash management.** Support all activities, including arranging online payments, transfers, changes in employee access and maintenance of reserves.
- **Insurance and risk management.** Be key point of contact for non-health and benefit insurances; monitor costs and facilitate periodic competitive renewals.
- **Policies.** Facilitate annual review and update of financial and other organization policies.
- **Audit.** Oversee timely completion of annual financial statement audit and Form 990 filing.
- **Expansion.** Support organizational expansion and modifications to systems and processes. Handle all external filings and reporting for new entities.
- **Compliance.** Compile and monitor an integrated reporting calendar. Maintain operational documentation for administrative team.
- **Organizational assets.** Monitor and strengthen oversight processes and documentation.
- **Special projects.** Perform special projects as needed and capacity allows.

#### Qualifications & Skills:

- College degree in a business major is required; some business experience a plus.
- Mission driven, self-starter who is able to meet deadlines, adapt to changing needs, and creatively solve problems.
- Attention to detail; ability to work with limited supervision as a member of a team.
- Proficient with Excel.
- Effective oral and written communication skills.
- Comfortable handling and retaining confidential information.
- Physical Demands: This position works in an office setting routinely using standard office equipment such as computers, phones, photocopiers, and filing cabinets. It is primarily sedentary physical work requiring the ability to lift a maximum of 20 pounds.

**Compensation:** \$30 - \$32 per hour, depending on experience and qualifications.

The Boulder Shelter for the Homeless is an Equal Employment Opportunity Employer.

Comprehensive benefits package that includes: health, dental, life, disability insurance, retirement plan, Paid Time Off, and EcoPass.

To Apply:

Send a cover letter and resume to Sandy Halin-Adams, [sandy@bouldershelter.org](mailto:sandy@bouldershelter.org).

The deadline for applications is Wednesday, April 10 at 5:00 p.m.