

Business and Operations Manager

Full time, Non-Exempt

POSITION SUMMARY

The Business and Operations Manager plays a critical role in providing a stable business foundation for the organization's ongoing operations. They are responsible for ensuring that regular business functions are completed in an accurate and timely manner. Reporting to the Executive Director and Operations & Human Resources Director, this position is part of a dynamic and collaborative team whose support behind the scenes makes the work of the organization possible.

KEY RESPONSIBILITIES

Finance

- Maintain familiarity with and monitor adherence to the organization's budget
- Track business expenses, including managing employee credit cards and expense submissions
- Handle bill pay, bank deposits, and the management of cash brought in through the organization's programs and events
- Participate in board finance committee meetings and communicate financial information to organizational leadership as needed
- Assist in the organization's yearly audit

Operations

- Maintain records of all contracts, insurance policies, and other documentation related to the organization's operations and ensure all necessary compliance
- Work closely with the Greenspace team to understand and meet the operational needs of each site
- Keep up to date vendor list, maintain relationships with vendors, monitor any ongoing projects, and be onsite for repairs/issues as needed
- Monitor materials usage and ensure staff are equipped with the supplies they need
- Manage technology including printers, computers, etc.
- Work with the Operations team to explore and implement solutions to operational challenges
- Collaborate with organizational leadership to document and enact consistent policies and procedures across all departments

QUALIFICATIONS

- At least 3 years experience working in a non-profit finance, bookkeeping, and/or business management role
- Confident in communicating financial information both in writing and verbally
- Organized and able to maintain systems and records
- Comfortable with technology and interested in seeking technological solutions
- Resourceful and able to solve problems efficiently
- Demonstrated ability to meet deadlines and respond quickly while attending to details
- Able to work effectively with a small team and skilled in relationship and consensus-building
- Experience working with Quickbooks, Stripe, Shopify, Bloomerang, and Google Suite
- Strong writing skills; experience documenting standard operating procedures is a plus

ADDITIONAL JOB INFORMATION

Compensation: \$22-23/hour. This is a full-time, non-exempt, hourly position.

Benefits: Healthcare Reimbursement Account (currently \$250/month), 403(b) retirement account, paid time off (15 days per year), paid holidays (16 public holidays), and free/discounted seedlings. Wylde Center maintains a friendly, flexible, and casual work environment.

Schedule: 40 hours per week, Monday-Friday with occasional weekend work

Work Location: Wylde Center Administrative Offices, 500 S Columbia Drive, Decatur, GA 30030, some flexibility for hybrid work

Job Description Post Date: April 18, 2024

Application Information: If you are interested in applying for this position, please [complete this application](#). Address cover letters to Dr. Jennifer Gerndt and Kimberly Brownsword. Applications will be accepted until a candidate is identified and selected for the position. Qualified candidates will be contacted directly – no phone calls please.

WHO WE ARE

The mission of Wylde Center is to connect people to nature.

Wylde Center accomplishes this through educational programs, events and greenspaces that actively engage youth, families and individuals in their environment, health and community, and that develop skills in environmental science, sustainable urban living, organic gardening, health, and nutrition.

The organization strives to provide an environment that cultivates a spirit of service, respect for diversity, global citizenship and character. Our commitment to a diverse, equitable and inclusive culture is reflected in a community in which differences are embraced, and staff, volunteers, and community partners have a sense of belonging.

At Wylde Center, we hire culturally competent and responsive candidates who believe in the critical importance of diversity, equity and inclusion in the success of an organization and can effectively incorporate those principles in their professional roles. Wylde Center actively seeks candidates from historically underrepresented populations.