



**GIANT  
STEPS**  
Therapeutic  
Equestrian Center

## JOB DESCRIPTION: BUSINESS MANAGER

**Organizational Overview:** Giant Steps Therapeutic Equestrian Center was founded on the belief that caring for and riding horses can be a powerful and life-changing tool, and is dedicated to enriching lives through the power of horses, team and community. Through the excellence of our equine assisted programs, people of all ages, means, and challenges experience the extraordinary benefits of therapeutic riding and activities. Learn more at [www.giantstepsriding.org](http://www.giantstepsriding.org).

**Position Overview:** Giant Steps is seeking a highly motivated Business Manager to ensure the smooth operation of our administrative and financial systems. The Business Manager reports to the Executive Director.

**Responsibilities:** Specific responsibilities include but are not limited to:

- General Administration
  - Screen incoming calls and correspondence. Respond independently when possible.
  - Act as liaison with vendors and professional affiliations (partner schools and programs, PATH Int'l). Maintain insurance policies, vendor contracts.
  - Procure office and other supplies as needed.
  - Maintain all paper and electronic filing systems.
  - Supervise business office volunteers.
  - Create eTapestry donor giving reports and queries.
  
- Financial
  - Process all gifts to the organization (checks, online donations, client fees, etc.) Enter transactions in eTapestry and Quick Books. Complete bank deposits. Issue acknowledgement letters for all gifts in a timely manner.
  - Process invoices for payment; enter transactions in Quick Books; prepare checks for signature; mail checks once signed.
  - Process payroll and related tax payments and maintain related accruals; prepare monthly and quarterly payroll tax returns.
  - Maintain and balance general ledger, ensuring proper coding. Reconcile accounts at month-end and year-end.
  - Work with Executive Director to develop and maintain monthly budget and cash flow forecast.
  - Prepare monthly financial reports including P&L, cash flow statement and balance sheet.
  - Maintain systems to account for financial transactions including chart of accounts, along with proper policies, procedures, and accounting controls.
  - Comply with federal, state, and local legal requirements by studying requirements; enforcing adherence to requirements; filing reports; advising management on needed actions.
  - Lead annual audit preparation process which is performed on a GAAP basis (generally accepted accounting principles).
  - Prepare necessary government filings.

- Hardware and Software Administration
  - Ensure the maintenance and upgrades of all office machines and computers.
  - Ensure effective backup routine for all Giant Steps computer files.
  - Trouble shoot computer/network problems with IT person.
- Program Support
  - Process rider payments and paperwork, follow up as necessary.
  - Support Head Instructor with rider paperwork.
  - Communicate program updates with rider/caregivers.

### **Qualifications**

- Commitment to Giant Steps' mission.
- Outstanding organizational skills and strong attention to detail.
- Proven initiative.
- Experience and comfort with QuickBooks and Excel. (Strong preference for experience with eTapestry or another fundraising database).
- Strong GAAP bookkeeping/ accounting skills and demonstrated experience in a small business/nonprofit environment
- Knowledge of nonprofit accounting.
- Demonstrated ability to manage multiple projects, clarify priorities, and meet deadlines without sacrificing accuracy.
- Comfort working both independently and cooperatively as part of a mission-driven team.
- Comfort with implementing, following and adapting systems and processes to streamline work and increase organizational efficiency.
- Ability to maintain confidentiality, display good judgment, and exercise tact and diplomacy at all times.
- Excellent communication skills, written and verbal.
- Ability to supervise volunteers and delegate responsibilities.
- Ability to very occasionally work after typical business hours or on weekends, as-needed.

**Salary range:** \$58,000 - \$61,000 commensurate with experience and expertise.

Benefits include health insurance, PTO, and retirement.

**How to Apply:** Please email a resume and thoughtful cover letter articulating your understanding of Giant Steps' mission, your personal interest in helping to advance that mission, and how your skills and experience meet the qualifications of the position to [hr@giantstepsriding.org](mailto:hr@giantstepsriding.org). Please include the subject line "Business Manager." Applications with generic cover letters not specifically addressing the requirements of the position will not be considered. No phone calls, please.

**Deadline:** Resume screening will be on a rolling basis. Position will remain open until filled.

**Equal Employment Policy:** Giant Steps is an Equal Opportunity Employer. Giant Steps does not discriminate against qualified employees, volunteers, unpaid interns, or applicants because of race, color, religion, sex, sexual preference, sexual identity, pregnancy, national origin, ancestry, citizenship, age, marital status, physical disability, mental disability, medical condition, military status, marital status, religion, or any other characteristic protected by federal or state law or local ordinance. When necessary, Giant Steps will reasonably accommodate employees and applicants with disabilities if the person is otherwise qualified to safely perform all of the essential functions of the position.