



## Business Manager-Job Posting

### About Missoula Interfaith Collaborative (MIC)

Founded in 2011, MIC is a diverse alliance of 35+ faith institutions and community organizations who come together to pool resources and build collective power to address the most pressing needs of the community. Using broad based community organizing methods, we challenge the community to tackle issues, train leaders from everyday citizens, and work collectively to improve the world we live in. In addition to our community organizing efforts, MIC also responds to Missoula's direct service needs running a 24-hour emergency housing program- Family Promise, a system of advocates who are everyday people who walk alongside and support people experiencing homelessness in their housing search- Housing Advocate Network, and Missoula's only supportive staffing agency- Missoula Works. Our partnership numbers are great and every increasing, the issues we work on are complex and deeply personal, and our vision for the community is far reaching and extremely necessary.

### Position Description

Perform administrative, bookkeeping/accounting and payroll duties for MIC including Missoula Works and our fiscal sponsorship partners. Reports to Director of Operations.

### Pay Type

Full-time, salary \$43,000, full benefits include generous HRA reimbursement and paid time off plus holiday pay. Not a union position.

### Responsibilities

#### *Administrative Tasks*

- Manage office environment and supplies.
- Manage files and records, both hard copy and digital files.
- Create regular QuickBooks and drive backups.
- Collect and distribute mail and make bank deposits.
- Monitor general email and reply or forward as needed.
- Schedule IT maintenance and troubleshooting.
- Provide administrative support for directors with email correspondence and minute taking, etc.
- Provide administrative support to Missoula Works.

#### *Payroll*

- Track time/ hours.
- Enter payroll.
- Maintain secure payroll and employee files and records.
- HRA and PTO tracking.

#### *Accounting/Bookkeeping*

- Accounts receivable-invoicing, record deposits.
- Accounts payable.
- Maintain secure and up to date contract and vendor files.
- Monthly reconciling of all accounts.

- Generate monthly financial reports for the MIC boards and our fiscal sponsors.
- Provide requested financials to the accountant for IRS 990 preparations annually.
- Provide reports for grant writing purposes, etc. as requested.
- Enter and track annual budget.

## **Education/experience**

### *Required experience*

- 5 years bookkeeping experience.
- Experience with Microsoft 365 application suite, Microsoft Excel, and QuickBooks desktop.
- Experience doing payroll and knowledge of federal and state payroll requirements.

### *Preferred Experience*

- Bachelor's degree in accounting.
- Non-profit bookkeeping experience.
- Experience with complicated, multi account systems.
- Experience using Google Suite software.

## **Knowledge/Skills/Abilities**

- Ability to multi-task.
- Excellent verbal and written communication skills.
- Working knowledge of budgeting processes.
- Ability to deal sensitively with confidential material.
- Excellent interpersonal skills.
- Analytical and problem-solving skills.
- Effective organizational and decision-making skills.

## **Physical Demands, Environmental Work Conditions, Equipment**

Physical demands include sitting, keyboarding and mouse use for extended periods. Equipment use includes computer, monitor, keyboard, phone, 10 key adding machine and conference room equipment.

## **Equal Opportunity Employer**

Missoula Interfaith Collaborative is an equal opportunity and fair chance employer and does not discriminate based on race, color, religion, sex, national origin, age, disability, genetic information, gender identity or criminal background.

## **To apply**

Email resume and cover letter to: Sue Harrison, Director of Operations at Sue@micmt.org