



# *San Juan Mountains Association*

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## **Job Announcement Operations Manager**

### **BACKGROUND**

Founded in 1988, San Juan Mountains Association (SJMA) is a public lands conservation non-profit working in partnership with the San Juan National Forest, Rio Grande National Forest, Grand Mesa Uncompahgre and Gunnison National Forest, and the Bureau of Land Management (BLM) providing outreach, education, and stewardship throughout southwest Colorado.

### **JOB SUMMARY**

With an understanding of bookkeeping and human resource management, a knack for working with a diverse team in a dynamic environment, a background in retail management, and a desire to be a part of caring for the incomparable San Juan Mountains, the Operations Manager is dedicated to making a difference by keeping internal operations running seamlessly at SJMA. The Operations Manager, under the immediate supervision of the Executive Director, is responsible for managing payroll and personnel records of all SJMA employees.

The Operations Manager oversees the general business administration, including bookkeeping, banking, and providing support for sales and inventory for our retail operations. The Operations Manager completes monthly and year-end financial reports for the Executive Director and the Board of Directors. The Operations Manager assists the Executive Director with annual budget development and accounting for programs, projects, and services.

**Position Title:** Operations Manager

**Employment Type:** Hourly, Full Time

**Reports To:** Executive Director

**Status:** At Will

### **LOCATION**

SJMA's offices are within the San Juan National Forest Headquarters in Durango, Colorado, but this position can potentially be located anywhere in southwest Colorado.

### **SCHEDULE**

- Hours scheduled will be no more than forty (40) hours per week, generally between 8:30am and 5:00pm, Monday-Friday. Depending on the candidate, there is an option to flex this position.
- This is a full time, hourly position.

## **GENERAL DUTIES**

### **A. Key Responsibilities**

- Maintain in-house bookkeeping records
- Oversee banking activities, including deposits
- Process and manage all staff expense reports
- Oversee monthly sales tax reporting and collections for SJMA's retail outlets, including sales tax payments
- Complete monthly and year-end financial reports, including inventory reports
- Lead the employee onboarding process, including set up email and Google workspace access
- Manage personnel policies
- Manage payroll
- Work with leadership team on individual program and project budgets
- Work with the Executive Director to establish and oversee annual budgets
- Assist Program Directors with grant requirements and reporting, including billing and reports
- Prepare the required financial plans and forms for all agency-supported projects and programs
- Oversee general office administration of the organization, including but not limited to, the purchase of office supplies, postage and common office provisions
- Maintain all corporate records, including legal and business documents, including records of Director and Staff meetings
- Secure and maintain all necessary insurance policies, including but not limited to, general liability, workers' compensation, health and property insurance
- Report and manage all necessary employer tax requirements, including but not limited to, quarterly report forms, federal and state employer tax reports and quarterly sales tax forms
- Complete all proper business licensing applications and forms for each product sales outlet

## **SKILLS AND QUALIFICATIONS**

The successful candidate will possess a combination of the following skills/qualifications:

### ***Core Qualifications***

- Experience with non-profit bookkeeping
- Experience with human resource management and payroll management
- Excellent communication/public relations skills
- Self-directed, detail-oriented and well-organized
- Ability to work effectively with representatives of business vendors, contractors and the public

### ***Preferred Experience***

- Familiarity with grant and agreement management is beneficial but not required
- Retail management experience is beneficial but not required
- Awareness of public lands and regional issues is beneficial but not required
- Joy in working with a diverse group of individuals
- Great organizational skills
- Attention to detail
- Reliable

- Team player

### ***Technical Skills***

- Bookkeeping skills and knowledge of QuickBooks Online software system
- Knowledge of Ramp, a credit card company
- Proficiency with the Google Workplace, Microsoft Word, Excel, and the internet

### ***Physical Expectations***

- This position is office based but SJMA is an outdoor, outreach and education based organization. All SJMA team members are given periodic opportunities to join programming across the region. Some of our activities may require the ability to carry light loads and walk or hike on uneven or natural terrain.

### **EDUCATIONAL REQUIREMENTS**

- Bachelor's Degree in Business Management, Human Resources, Accounting, Operations or related degree.
- A valid Colorado Driver's License is required, as well as a good driving record.

### **COMPENSATION**

- **Hourly Rate:** Hourly wage will be between \$26-\$30/hour, commensurate with qualifications and experience.
- **Benefits Include:**
  - Benefits include 1 hour of sick time per 30 hours worked, per Colorado law
  - Simple IRA plan with 3% match.
  - Full-time employees are eligible for Paid Time Off and health insurance after 90 days.

### **APPLICATION INSTRUCTIONS**

Applicants should submit **one PDF** containing:

- Resume
- Letter of interest which briefly describes your goals, qualifications, and interest in the position.

Send materials to: **jobs@sjma.org**

No phone calls, please.

*SJMA is an equal opportunity employer. All offers of employment will be subject to satisfactory completion of a background check.*