

## **Business Manager (Part-Time, 24 Hours/Week)**

*Financial, Administrative, and Operations Support for a Rural Health Workforce Nonprofit*

**Northern Vermont AHEC** seeks a highly organized and detail-oriented Business Manager to support the financial, administrative, and operational functions of our mission-driven nonprofit organization. This position plays a vital role in ensuring the effective management of finances, grants, board support activities, compliance requirements, and day-to-day operations.

The successful candidate will be a collaborative team member who values accuracy, professionalism, and service while helping advance our mission of strengthening the healthcare workforce and improving access to care in rural communities.

### **Key Responsibilities**

#### Financial Management

- Manage bookkeeping, accounts payable and receivable, and financial recordkeeping using QuickBooks.
- Process and reconcile financial transactions and maintain accurate accounting records.
- Prepare financial reports and support budget development and monitoring.
- Assist with annual audits, tax filings, and financial compliance requirements.
- Track grant expenditures and support grant financial reporting.

#### Administrative & Operational Support

- Coordinate organizational administrative systems and office operations.
- Support contract administration, purchasing, vendor relations, and record retention.
- Maintain organizational files and compliance documentation.
- Assist with insurance, licensing, and other operational requirements.

#### Board & Governance Support

- Coordinate Board of Directors and Finance Committee meetings.
- Prepare and distribute meeting materials, agendas, and minutes.
- Maintain governance records and support organizational reporting requirements.

## Organizational Support

- Work closely with the Executive Director to support organizational effectiveness and sustainability.
- Assist with special projects and initiatives that advance the organization's mission and strategic goals.

## **Qualifications**

### Required:

- Experience in bookkeeping, accounting, nonprofit administration, business management, or a related field.
- Proficiency with QuickBooks and Microsoft Office applications.
- Strong organizational, analytical, and problem-solving skills.
- Excellent written and verbal communication abilities.
- Ability to manage multiple priorities independently while maintaining confidentiality and attention to detail.

### Preferred:

- Experience working in a nonprofit organization.
- Knowledge of grant administration and reporting.
- Experience supporting boards of directors or committees.
- Associate's or bachelor's degree in accounting, business, administration, or a related field.

## **Position Details**

- Schedule: Part-time, 24 hours per week
- Compensation: \$32-\$36 per hour, depending on qualifications and experience. Candidates with significant nonprofit accounting, QuickBooks, grant management, compliance, or HR administration experience may be considered above the range.
- Benefits: Northern Vermont AHEC offers a competitive benefits package designed to support employee well-being, financial security, and work-life balance.
- Location: Hybrid position based in Northern Vermont
- Reports To: Executive Director

**To Apply:** Please send a resume and cover letter by email to Nicole LaPointe, Executive Director, at [nlapointe@nvtahec.org](mailto:nlapointe@nvtahec.org).