

Business Manager

Job Description

Siena Retreat Center



Position Overview

The Business Manager serves the mission of Siena Retreat Center by overseeing the organization's finance and administrative responsibilities. The full-time, year-round, salaried position includes the strategic management of finances, vendor relations, and business operations. The Business Manager is motivated by the mission of Siena Retreat Center and its offerings. This position reports to the Executive Director.

Principle Responsibilities

- 1. Financial Planning and Management.** Oversees the planning for and monitoring of the organization's financial health:
 - a. is responsible for the development, implementation, and monitoring of all financial and business operations of Siena Retreat Center
 - b. oversees contracts with service providers including Siena on the Lake, contracted food service (caterer), annual financial review or audit, copy machine company, pest control company, laundry company, window and carpet cleaning companies, etc.
 - c. evaluates purchased services and periodically conducts searches for alternative providers, based on standards and pricing
 - d. prepares a draft budget for the Board and its committees to review, in preparation for approval by the Board
 - e. prepares financial reports and other reports (such as occupancy reports, bookstore sales reports, salary and benefit spreadsheets, and volunteer hours reports) for Executive Director and bookkeeper
 - f. salary and benefit information) for the Executive Director and committees; develops and maintains quality information for financial and operational decision-making
 - g. assures compliance with laws and regulations; works with third party preparer to file annual statements and filings, such as (but not limited to): Form 990, Department of Financial Institutions Charitable Organization Registration (July renewal), W-9 and 1099 Forms, Form 1952, and other required filings; maintains all forms and documents needed to comply with nonprofit and tax exemption status; collaborates with appropriate staff to communicate and file necessary forms
 - h. renews WI Business Tax Certificate (August) and Food service License (June) annually and pays appropriate fees
 - i. implements and periodically reviews the organization's cash handling policies and procedures and other Board policies related to finance and administration
 - j. monitors and orders office and housekeeping supplies

- k. processes invoices for approval and payment by bookkeeper and Executive Director in bill paying system
- l. maintains forms and documents related to finance and banking, serves as one of the organization's check signers
- m. provides documentation for Annual Audit to accounting firm audit team members
- n. provides leadership in the transition from the Sisters for services such as HR, Payroll, health, business liability and other insurances, etc.
- o. serves as the main resource person for personnel policies, handbooks, etc.
- p. evaluates the equipment and systems related to financial transactions, such as cash register, and recommends and implements best practices
- q. balances cash register drawer on a frequent basis; monitors bank balance daily; maintains petty cash in collaboration with Bookkeeper; deposits cash and checks in the bank after reconciliation in CRM (database) and bookkeeping software is completed
- r. reconciles Bank and Credit card statements on a monthly basis and review with bookkeeper

2. Facilities Management. Oversees the preventative maintenance of Siena Retreat Center's facilities:

- a. maintains the Preventative Maintenance and Capital Expenditures spreadsheet for financial planning in collaboration with the Executive Director and Siena on the Lake
- b. serves as the staff liaison to the Building and Grounds Committee
- c. enters and monitors work orders submitted to Siena on the Lake; maintains positive working relationships with all vendors and service providers to ensure the optimum care of services for Siena Retreat Center and its constituents
- d. collaborates with Retreat Center staff in ensuring the organization's emergency preparedness measures
- e. serves as the after-hours contact person for building-related matters and certain emergencies, including carrying the after-hours cell phone
- f. attends campus-wide meetings as needed, such as the Risk Management and campus leaders meetings
- g. serves as the administrator and contact for CRM database and point of sale systems
- h. completes assigned annual liability insurance documents in collaboration with Executive Director

3. Bookstore Management

- a. assists with the management of Siena Retreat Center's bookstore; advises on financial and operational aspects of the bookstore
- b. plans for and oversees the annual bookstore Inventory as part of annual financial review process; tracks inventory as needed;
- c. adds/adjusts inventory to reflect new items in cash register point of sale system; prices and labels new inventory

Other responsibilities

- a. attends weekly staff meetings and other meetings at Executive Director request
- b. stays current and engaged in Siena Retreat Center's programs, offerings, services, and spirituality
- c. stays current and engaged in timely trends and tools in the areas of financial and business operations
- d. approves payroll when Executive Director is unavailable
- e. maintains Job Process manuals for Business Manager position
- f. prepares and mails Annual Program guides upon request
- g. adds and maps new and reoccurring annual program retreats to Neon CRM platform
- h. reviews Davian's catering invoice with daily meal counts to insure accuracy before payment

Position Requirements

- a. a minimum of two to four years' successful experience in accurate and detailed financial management, bookkeeping, or operations management; experience with nonprofit management
- b. working knowledge of Generally Accepted Accounting Principles (GAAP)
- c. a bachelor's degree or higher education qualification equivalent in accounting, finance, business, or related field
- d. familiarity with and competence in financial bookkeeping software, CRM software, and Microsoft Office suite
- e. superior analytical and written and verbal communication skills; outstanding time management and organizational skills; ability to establish and meet deadlines and to think strategically
- f. the ability to think critically and to synthesize and expresses ideas in an effective manner both orally and in writing
- g. familiarity with and passion for the mission and programs of Siena Retreat Center
- h. the ability to work collaboratively as part of an integrated team and to work effectively in a variety of settings (fast-paced, as an individual, in groups of various sizes, etc.); the ability to balance team and individual responsibilities
- i. proven ability to be responsible and accurate in cash handling
- j. proven skills in development and interpretation of financial information, data management and the communication of such; the ability to plan, prioritize, and coordinate projects
- k. demonstrates warm hospitality and offers helpful service to guests; demonstrates an openness to people of all faith traditions (and no faith tradition), worldviews, lifestyles, etc.; demonstrates a passion for advancing the mission of Siena Retreat Center

Working Conditions

This is a full-time (40 hours per week), exempt, salaried position, involving some weekend and evening hours. Work schedule may fluctuate for special occasions or with staffing needs. Interruptions may be frequent or rare, depending on day and time. Light carrying or lifting (10-20 pounds) may be required. The Business Manager will understand job safety and health as it relates to this position, including but not necessarily limited to, the Siena Center Emergency Manual. Employment is contingent upon successful passing of criminal background check.

[Signature of Business Manager]

[Date]

[Signature of Executive Director]

[Date]

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