

Business Manager for the Minnesota Beef Council

Under the supervision of the Minnesota Beef Council (MBC) CEO, performs a variety of administrative and general office tasks such as answering phones, typing, filing, and mailing. This position is also responsible for accurately collecting, processing, and summarizing financial information in accordance with Accepted Bookkeeping Practices and Procedures and Generally Accepted Accounting Principles.

Responsibilities of the Business Manager are as follows:

1. Receptionist/Administrative Assistant
 - Greet and welcome visitors in person and act as main point of contact for phone calls.
 - Open and sort mail, packages and other deliveries.
 - Provide administrative support to MBC staff and Board of Directors.
 - Coordinate mailings.
 - Coordinate distribution of annual report to collection points and extension services.
 - Coordinate signatures on contracts between parties and the Minnesota Department of Agriculture.
 - Maintain and order supplies for office.
2. Accounting & bookkeeping responsibilities:
 - Perform full cycle accounts receivable duties (billing, collections, reporting).
 - Perform full cycle accounts payable duties (invoices, interstate transfers and expense forms).
 - Compile monthly time records, prepare allocations and summary for CEO.
 - Prepare payroll and submit to Payroll Service Provider, verify proper payroll tax withholding and deposits.
 - Coordinate with CEO regarding employee benefits (health, dental, life, disability and workers' compensation insurances, HSAs, and Simple IRA).
 - Prepare and/or verify deposits and deposit in bank account
 - Efficiently oversee checking, savings and investment accounts and manage cash flow
 - Assist CEO with revenue projections, budget preparation and tracking.
 - Track and coordinate capital leases, fixed assets, and depreciation schedules.
 - Maintain journals and ledgers, financial records and supporting information.
 - Assist with preparing & distributing monthly and year-end balance sheets and income statements for the CEO and Board of Directors.
 - Assist with preparing financial reports for CEO and treasurer as requested.
 - Submit annual financial statements and required supporting reports to Cattlemen's Beef Board, Minnesota Department of Agriculture and others as directed.
 - Coordinate & assist auditors with annual independent audit and periodic industry audits.
3. Collections compliance responsibilities:
 - Assists in maintaining and administering a checkoff compliance program for the State of Minnesota, coordinated with Cattlemen's Beef Board.
 - Maintain, monitor and enforce a comprehensive reporting system that provides an overall basis for collection accounting as well as detecting areas of non-compliance.
 - Produce, review and verify collection reports from Acumatica (BARN) software.
 - Assists the Director of Industry Relations and the CEO in producer communication tactics that effectively articulate the mission of the beef checkoff.
 - In cooperation with Cattlemen's Beef Board staff, assist with performing compliance audits.
4. Meeting Coordination
 - Coordinate quarterly MBC meetings.
 - Record minutes at Board of Director's meetings and other meetings as needed.
 - Coordinate other meetings as needed.
5. Contractual obligations for the Minnesota State Cattlemen's Association

- Perform full cycle accounts receivable duties (billing, collections, reporting).
- Perform full cycle accounts payable duties (invoices, interstate transfers and expense forms).
- Assist Executive Director with revenue projections, budget preparation and tracking.
- Maintain journals and ledgers, financial records and supporting information.
- Assist with preparing financial reports for Executive Director and board of directors.
- Prepare and made deposits.
- Open, sort and distribute mail accordingly
- Process and record memberships and provide membership reports to Executive Director and board of directors as requested.
- Disseminate quarterly membership reports to local affiliates.

MINIMUM QUALIFICATIONS

Experience and Training:

1. Associate Degree or Bachelor Degree in business, agriculture, accounting, bookkeeping or related field.
2. Experience working with a board of directors or with a non-profit is preferred.
3. The ideal candidate is someone who understands the agriculture industry and preferably the beef industry.
4. Combination of education and experience deemed equivalent to above qualifications by the CEO.

Skills, Knowledge, and Abilities:

1. Proficiency with MS Office products (including Word, Excel, Access, Outlook & Power Point) and Quickbooks.
2. Solid understanding of financial and managerial accounting concepts.
3. Experience in a bookkeeping role involving Accounts Payable, Accounts Receivable, and Invoicing.
4. Self-motivation, willingness to work cooperatively and with a positive attitude.
5. Organization, resourcefulness, attention to detail and analytical thought process.
6. Physical ability to lift and move equipment, literature boxes and mailings as needed.
7. Ability to work effectively both independently and in a team environment.
8. Knowledge of office practices and procedures.
9. Ability to handle confidential information.
10. Ability to deal courteously and cooperatively with callers, producers and staff.