

## **Think New Mexico Business Manager Job Description**

Think New Mexico is hiring for a fulltime bookkeeper and business manager! We offer a generous compensation package, including competitive salary, retirement plan, paid vacation, and health and disability insurance.

Duties of the position include:

### **Bookkeeping**

- Full-charge bookkeeping including handling accounts payable, accounts receivable, bank transactions, payroll, state and federal payroll taxes
- Track and categorize all finances in Quickbooks and maintain Quickbooks chart of accounts
- Track and balance Think New Mexico's bank accounts and investment accounts
- Create budgets and produce monthly financial statements and detailed statements for board meetings
- Manage Think New Mexico's sublease in the office including overseeing and updating sublease agreements as well as tracking and collecting rent
- Prepare extensive documents for accountant at annual year-end audit

### **Database maintenance**

- Continuously update and manage donor database (DonorPerfect) of over 50,000 names
- Troubleshoot any problems with the database (with the assistance of tech support)
- Print lists, letters, and labels from the database

### **Report preparation and mailing**

- Oversee all aspects of report printing and production twice a year, including soliciting bids and communicating with printers
- Direct and supervise all mailings, including working with the mailing house to coordinate all bulk mailings and dealing with returned mail

### **Office Management/Human Resources**

- Obtain health insurance, dental and vision insurance, disability insurance for all employees as well as property insurance, liability insurance and workers compensation
- Supervise 401(k) pension plan and Think New Mexico's matching contribution according to IRS regulations; calculate and manage 401(k) investment contributions and pension plan administration, including preparing year-end report for Form 5500
- Manage all office maintenance and equipment including regularly purchasing office and kitchen supplies, buying and maintaining office equipment, and scheduling and coordinating the office cleaning person
- Handle a myriad of miscellaneous tasks and solve problems in order to keep the office and business running smoothly

**To apply, please submit cover letter, resume, and references to:**

kristina@thinknewmexico.org or

Think New Mexico, 1227 Paseo de Peralta, Santa Fe, NM 87501