



Position Title: **Director of Business Administration & Operations**

Position Description:

The Director of Business Administration & Operations performs business and the administrative duties of the organization. Responsibilities include financial processing, accounts payable, maintaining financial records, insurance coverage, annual tax filings, payroll, profit sharing plans and annual budgeting. Supervise and manage coastal center admissions and gift shop as well as human resources and managing personnel. Work with fellow leadership team in coordinating organization projects and programs including grant activities. Work direction and priorities are given by the Executive Director as direct supervisor.

Position Responsibilities:

1. Manage and direct financial accounting including accounts payable, accounts receivable, payroll, profit sharing plans, insurance policies and annual tax filings.
2. Direct and manage human resources administration including personnel job descriptions, records and files, profit sharing plans, policies compliance and related responsibilities.
3. Manage financial processes including budgeting, check processing, accounting reports, working with CPA firms on bookkeeping, annual tax documents and corporate reports.
4. Maintain document records for financial, personnel, insurance programs and budgets.
5. Manage files and maintain relationships with vendors, contractors, operations agreements and staff projects including grant administration and programs.
6. Perform other tasks as assigned by the Executive Director

Qualifications:

1. Experienced in handling a wide range of administrative and executive business related tasks, able to work with all staff, exceedingly well organized, flexible and able to meet administrative challenges.
2. Strong computer skills, written and verbal communication skills, including strong working knowledge of Microsoft Office including Word, Excel, Outlook and Quick Books accounting software system.
3. Strong knowledge of Human Resources and operations support functions. Ability to work with volunteers, staff, members, public constituents and vendors.
4. Master's degree in Business Administration Management preferred or Bachelor's degree with additional equivalent experience, specifically Nonprofit experience.
5. Experience with financial planning and oversight and administration of grant funding and programs.

To Apply: Applications available at www.floridaocean.org Send completed application, and resume to mperry@floridaocean.org or by mail to Executive Director, Florida Oceanographic Society, 890 NE Ocean Blvd., Stuart, FL 34996.