

**El Rancho de las Golondrinas Living History Museum**  
**Job Description**  
**Business Manager**

**Job Summary:**

Manages and coordinates the business operations with responsibility for multiple functions. Oversees such activities as budget preparation and control, risk management, human resources and payroll administration, accounts payable, accounts receivable, general ledger accounting, financial reporting, audit and tax coordination, and cash management. Reports to the Museum Director and accountable to the Director for the performance of all responsibilities related to financial management. Serve as a non-voting member of Board's Finance Committee. Provide supervision to Office Administrator.

**Duties and Essential Functions:**

- Manage the daily financial activities, which include budget preparation and control, non-profit accounting, purchasing, business planning and prudent fiscal management.
- Work effectively with other senior leaders to ensure compliance with policies and procedures, accreditation requirements, and state and federal regulations.
- Oversee employee training and deadlines for renewed training and assists Museum Director and Assistant Museum Director with employee evaluations and progressive discipline.
- Coordinate, design, and implement financial reporting systems to produce meaningful monthly and annual financial reports for internal and external users on a fund accounting basis. Present financial information to demonstrate accurate accounting for restricted and unrestricted funds.
- Develop and implement systems and processes to establish and maintain accurate and timely records as well as ensure effective and efficient internal controls for protection of information and assets.
- Monitor and report on compliance with formal reporting requirements of financial institutions.
- Prepare financial records for annual independent audit.
- Prepare data for annual tax returns.
- Manage credit and collection functions, ensuring timely processing of billing, payments, and revenue collection including from online platforms.
- Supervise accounting for charitable gifts and the Long-Term Investment Account, and ensure gifts of cash, stock and gifts in kind are accurately recorded and used in accord with the donor's wishes.
- Regularly prepare and review account reconciliations, investment statements, journal entries and other source documents to ensure accurate reporting.
- Evaluate and/or negotiate contracts for the purchase of goods and services.
- Manage institutional risk to ensure the safety of personnel and volunteers in their use of facilities and maintain appropriate levels of insurance to cover the liability for facilities, employees, and volunteers.

- Maintain current information in regard to trends and developments in the museum ecosystem, and present benchmarking information and recommendations for improvements.
- Supervise human resources functions by implementing and/or monitoring appropriate personnel policies, as well as payroll and benefits programs including health insurance and retirement programs. Ensure all programs are in compliance with federal and state laws and regulations.
- Participate in development, implementation and maintenance of policies, objectives, short-and long-range planning; develop and implement projects and programs to assist in accomplishment of established strategic goals.
- Demonstrate the ability to multi-task in a fast-paced environment while providing world-class service to a diverse constituency.
- Perform additional duties as assigned.

### **Qualifications:**

#### **Required-**

- Bachelor's degree in Accounting, Business or Finance and at least 5 years of experience directly related to the duties and responsibilities specified. CPA and/or MBA strongly preferred
- Experience using QuickBooks
- Excellent written, organizational, and interpersonal skills
- Attention to detail
- Ability to be diplomatic and awareness of appropriate workplace interactions
- Thorough understanding of sensitivity to guests, volunteers, and staff
- Awareness and sensitivity to local cultures
- Basic computer skills and office related software (MS Office, Email, Databases)

#### **Preferred-**

- CPA and/or MBA strongly preferred
- Knowledge of New Mexico History
- Familiarity with Santa Fe and Northern New Mexico History and Culture
- Bilingual (English/Spanish)

#### **Additional Requirements-**

- Highly organized with the ability to work on several projects concurrently and handle standards for accuracy and quality
- Ability to work with supervisor to prioritize objectives
- Excellent and open communicator; ability to write and speak clearly and effectively to deliver consistent messaging to guests, staff and volunteers
- Ability to work independently and in a timely manner
- Ability to maintain regular and timely attendance
- Contribute to values-based culture and demonstrate adherence to the highest ethical standards
- Ability to help guests and volunteers feel warmly welcomed and heard

- Able to climb stairs, carry and lift 30 pounds stand and sit for extended periods of time
- Ability to work in dusty environments and outdoors
- Ability to comply with and adhere to all internal procedures, processes and policies, as well as Las Golondrinas' core values and mission
- Able to work a non-traditional schedule including occasional weekends and evenings for special events

This Full-Time Position is salaried and includes health and dental insurance, paid sick and vacation leave, birthday bonus check, 401K after one year of employment and 2 weeks end-of-year paid holiday vacation.

Send Cover Letter, Resume and References to Daniel Goodman at [daniel.goodman@golondrinas.org](mailto:daniel.goodman@golondrinas.org)