

# FAR WEST AGRIBUSINESS ASSOCIATION

## BUSINESS MANAGER

### POSITION DESCRIPTION

#### Direct Supervisor:

The Business Manager is accountable to and under the supervision of the Executive Director.

#### Responsibilities:

The incumbent serves as the day-to-day Business Manager for the Association regarding the financial transactions necessary to conduct the Associations Business. Said Business Manager carries out business procedures and reporting necessary to meet all local, State and Federal requirements of a non-profit corporation in the state of Washington. Incumbent should become familiar with reporting requirements for Idaho, Oregon, Utah and Nevada. The Business Manager uses a variety of problem solving techniques, strong interpersonal skills, effective communication techniques, creative thinking skills, and reasoning abilities. These are used to identify, understand, and synthesize financial, organizational, and technical issues in the following areas:

**Financial:** Employs accurate reporting, financial and budgetary processes that are necessary to be in compliance with statutory State and Federal requirements. All processes must be consistent with Association by-laws, resolutions and policies. Analyzes and processes the Association accounts receivables/payables. Business Manager is responsible for payroll processing and related reports. In addition, responsible for the tax return preparation working in coordination with the Association's Certified Public Accountant. Reconciles accounts, proposes and recommends investment strategies with attention to rate of return and safety of the investment. Ensures the proper checks and balances in the monetary movement of the Associations funds and interests. Recommends and evaluates best management practices in order to implement the Associations proprieties in an efficient and cost effective manner. Set up and maintain a record retention system that is both easy to access and cost effective to maintain.

**Safety Program Coordination:** The incumbent works closely with the Safety Committee Chair person and the Safety Committee to ensure the proper organization, development and design of events and curriculum is in place to meet the needs of the Association members. The Business Manager serves as the regulatory expert for the Association using a variety of sources in order to communicate issues of importance. Bestows the ability to gather information, review the various considerations and then advise and recommend a course of action for the Association. Reviews and advises members on complex compliance issues and regulatory issues through the FOCUS newsletter and "Hot Topic's" flash report. The Business Manager works with National partnerships to develop a working alliance so the Far West Membership area is well represented on industry issues. Makes recommendations related to the educational needs of the Association in order to be in compliance and promote safety at the state and federal level.

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**Retro Coordinator:** Washington's Retrospective Ratings Program is established to pool resources, share risk and collectively benefit from good worker safety practices. The coordinator works with contractors and small-business owners who keep workers' compensation claims lower than non-Retro members to receive a percentage rebate of their premiums. The coordinator maintains records and financial information regarding the program. Incumbent will secure contracts and signatures of the prospective program participants and work with Labor and Industry program managers in order to provide the best service possible to our members.

#### Collateral duties:

- Reviews and maintains contractual obligations of the Association
- Has the primary responsibility for security of the Associations Information Technology and computer systems network
- Maintains the Associations databases
- Should be familiar with the marketing and training aspects of a training or promotion video production.

**Qualifications:** Good interpersonal skills in communications and relationship building. Good working knowledge of best management practices in accounting theory, principles, and practices. Incumbent should have some experience in business fiscal operations, economic principles and familiar with statistical analysis.

**Experience:** Developing and/or monitoring budgets to include the allocation of expenditures, reconciling accounts, and making electronic fund transfers. Incumbent should have experience in analyzing financial, and policy issues along with interpreting and applying laws, rules, and regulations. Experience in developing and giving oral presentations; proficient in operating a computer and standard software applications.