



**Position Announcement: Business Manager**  
**Bainbridge Artisan Resource Network (BARN)**  
*Half-time position beginning in September, 2021*

BARN seeks a Business Manager who will help develop and manage the financial sustainability of BARN in partnership with the Executive Director, staff, and Board. The Business Manager position will be half time, with the possibility of growth.

Key goals include:

- Collaborating with the Executive Director on the strategic direction of the organization by contributing accounting and financial information, analysis, and recommendations;
- Developing and executing a business plan that supports the long-term financial sustainability of BARN; and
- Facilitating ongoing analyses and improving existing processes of programs and memberships to ensure operational efficiency and financial profitability.

## **ROLES AND RESPONSIBILITIES**

### **Accounting/Finance**

- Lead all financial aspects of the organization including reporting, analysis, compliance, and taxes.
- Provide oversight and guidance for the bookkeeper and all financial matters for the organization. Work with staff and studios to ensure that all internal and external financial information is timely and accurate.
- Collaborate with the ED, studios, and finance team to lead the annual budget process. Oversee policies and procedures for managing BARN and studio purchasing decisions.
- Partner with the ED & board in building a long-term sustainable business model for the organization.
- Work with ED, Program Manager, and studios to analyze and improve existing expectations and processes for class revenues and expenses.
- Support development team efforts towards strategizing, monitoring and analyzing contributed revenue and endowment funds.
- Prepare information for the annual tax return.
- Act as the staff liaison to the Board Finance Committee.

### **Human Resources**

With the Executive Director:

- Ensure HR compliance with applicable federal, state, and local laws and regulations.
- Conduct benefit programs needs assessments – Recommend, implement, administer, and evaluate benefit programs that support the organization’s strategic objectives.
- Ensure that workplace health, safety, security, and privacy activities are compliant with laws and protect the organization from liability.

### **Administration**

- Establish and maintain a calendar & checklist to ensure compliance with entities such as: WA state, COBI, Kitsap Public Health District, and the Federal government.
- Manage insurance programs, including Professional and General Liability, business, D&O, and property – Ensure policies are in place and updated as needed.

**QUALIFICATIONS:**

- Bachelor's degree in accounting or finance. MBA is preferred but not required.
- Minimum of 5 years of finance and accounting experience, including finance, accounting, audit, and analysis (including gathering, evaluating, presenting, and reporting financial information to management and external stakeholders).
- Solid experience in coordinating audit activities and managing reporting, budget development and analysis, accounts payable and receivable, general ledger, payroll, and accounting for investments.
- Nonprofit or other business experience, with fund/grants accounting, preferred.
- Proficiency with QuickBooks and excellent Excel skills.

**DISPOSITIONS:**

- Collaborative: BARN is about working together.
- Flexible: We're a young organization, still developing.
- Open-minded: Blend business acumen with passion for the mission.
- Encouraging diverse perspectives: in all aspects of our work.

**APPLICATION REQUIREMENTS:**

Submit a letter of interest that addresses your experience in fiscal management and your reason for specific interest in BARN. Include also a resume and contact information for three current references to:

Denise Dumouchel  
Executive Director, BARN  
[denised@bainbridgebarn.org](mailto:denised@bainbridgebarn.org)

***For full consideration, please submit your application by August 15, 2021. Position open until filled.***

*BARN encourages diverse applicants because we believe having a staff that authentically reflects the community we seek to serve is essential to our ability to be culturally responsive. BARN is an Equal Opportunity Employer and welcomes applications from qualified individuals without regard to race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, disability, pregnancy, genetic information, marital status, amnesty, or status as a covered veteran in accordance with applicable federal, state, and local laws.*

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**Bainbridge Artisan Resource Network**  
8890 Three Tree Lane NE  
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Bainbridgebarn.org