

C-SNIP Job Posting  
Business Office Manager  
Part-time position  
2019

C-SNIP, a nonprofit veterinary clinic specializing in high-volume dog and cat spay/neuter surgery, is seeking a part-time (approx. 20hrs/week) Business Office Manager. This position will work closely with the Executive Director to ensure that the administrative operations of C-SNIP are efficient and effective. The primary duties include: 1) Bookkeeping/Accounting such as accounts receivables, payables, expense allocations, payroll preparation, month end financial reporting, and financial analysis; 2) Manage vendor relations and prepare bids as needed; and 3) Maintain the clinic's HR related record-keeping. The Business Office Manager will also assist with the development of the annual operating budget, the annual audit preparation, and create written financial policies and procedures. Qualified applicants will possess a Bachelor's or Associates degree in bookkeeping, accounting or a related field. At least two years of professional experience performing accounting/bookkeeping and office management responsibilities is required. Experience with QuickBooks and nonprofit accounting is highly desirable. Must be detail-oriented, accurate, a self-starter, and able to work with minimal supervision. Technical proficiency with PC platforms, as well as Microsoft Office, and data entry required. Must support C-SNIP's mission, be comfortable working in a veterinary clinic environment, and enjoy interacting with dogs and cats.

***To apply, send your resume with a cover letter to [jobs@csnip.org](mailto:jobs@csnip.org) by February 11, 2019.***

**WORK ENVIRONMENT:**

The office and operations of a nonprofit, high volume spay/neuter clinic can be fast paced and very busy. The workstation is in a shared office space. This 20 hour/week position is based on a 2.5 to 3 day work week, but ability to work a flexible schedule will be necessary.

A detailed job description is included on page 2.

## C-SNIP Job Description

<b>Position Title</b>	<b>Business Manager</b>
<b>Position Status</b>	Part-time, Non-Exempt (approximately 20 hours per week)
<b>Pay Range</b>	\$14-\$16 per hour
<b>Agency Description</b>	C-SNIP is a non-profit veterinary clinic focused on spay/neuter surgery for dogs and cats. There are more dogs and cats born every day than there are homes to accept them. Pet sterilization is THE solution to a problem that drains communities both emotionally and financially. Until every dog and cat is born to a safe and caring home, this essential surgery must be available to everyone. Our mission is "To prevent the overpopulation of dogs and cats by providing quality, reduced cost, spay and neuter surgeries".
<b>Position Summary</b>	This part-time position will work closely with the Executive Director to ensure that the administrative operations of C-SNIP are efficient and effective. The primary duties include conducting the bookkeeping/accounting functions of the clinic, managing C-SNIP's facility maintenance/ improvements, vendor management, and HR record-keeping. The Business Manager will play a key role in the organization budgeting and in the development of written financial policies and procedures.
<b>Qualifications/ Experience</b>	<p><b>Education/Experience</b></p> <p>Bachelor's or Associates degree in bookkeeping, accounting or a related field. At least 2 years of professional work experience performing accounting/bookkeeping responsibilities. Experience with QuickBooks and nonprofit accounting is highly desirable. Must be detail-oriented, accurate, and a self-starter that is able to work with minimal supervision..</p> <p><b>Qualifications</b></p> <ul style="list-style-type: none"> <li>• Passion for C-SNIP's mission, comfortable working in a veterinary clinic environment, and enjoy interacting with dogs and cats.</li> <li>• Knowledge of accounting/bookkeeping principles and ability to apply that knowledge to C-SNIP's financial operations</li> <li>• Ability to present information in a clear, concise manner, communicate effectively with internal staff and clinic vendors, and possess good organizational skills</li> <li>• Well organized, detail oriented, and ability to produce accurate information</li> <li>• Technical proficiency with PC platforms, as well as Microsoft Office, and data entry.</li> </ul>
<b>Specific Duties</b>	<ol style="list-style-type: none"> <li>1. Record clinic expenses in QuickBooks with appropriate allocations and produce payment checks weekly for signature by the Executive Director or Medical Director.</li> <li>2. Receive and record clinic revenue in QuickBooks at least twice per week</li> <li>3. Oversee the deposits and banking responsibilities</li> <li>4. Manage the petty cash fund</li> <li>5. Produce month end reports for preparation of monthly financial statements</li> <li>6. Oversee inventory management</li> <li>7. Collect staff timesheets and prepare bi-weekly payroll information for outside payroll service</li> <li>8. Ensure payroll taxes and staff retirement contributions are paid on a regular and timely basis</li> <li>9. Oversee employee benefit administration including review and bid of individual benefit policies, providing employees with required communications, ensuring benefits are paid and up to date, and records/documents are maintained.</li> <li>10. Oversee routine facility/building needs and for special projects- obtain bids, review quotes and provide improvement/repair recommendations to the Executive Director</li> <li>11. Prepare monthly reports for the Executive Director</li> <li>12. Assist with other C-SNIP duties as directed.</li> </ol>