



## Stonewater Business Manager

*Updated 2/2021*

### **Youth Dynamics Mission Statement:**

To invite and challenge youth to a lifelong adventure with Christ and His church.

### **Position Overview:**

If you desire to serve in a Christian workplace and use your skills to help fulfill the mission of Youth Dynamics, this could be a great opportunity for you. We are seeking to hire a Business Manager to help Youth Dynamics successfully fulfill our mission at Stonewater, located in Plain, Washington. This person will be responsible for accounting and administrative duties including responsibilities described below.

### **Primary Responsibilities:**

1. Accounting, bill pay, balance account, maintain records and archives
2. Complete contract processes and billing with groups
3. Data entry into tracking and reporting forms
4. Management of mail and in and outgoing parcels
5. Support staff with office duties, maintain quality work environment
6. Liaison to headquarters, hourly employee paperwork, timesheet and L&I
7. Other duties assigned by supervisor

### **Preferred Knowledge, Skills and Abilities:**

- Knowledge of QuickBooks, Excel, and other Microsoft Office suites
- Skill in accounting, accounts receivables, P&L statements, and billing
- Skill in management software systems (apps) and Google Docs
- Experience in working with people, systems, and office procedures and protocols
- Working knowledge of standard office procedures and technologies (phone, computer, printer, photocopier, scanner, fax machine)

### **Competencies and Qualifications:**

1. A degree in business and 3 or more years of accounting experience.
2. Collaborative management style and approach. Strong leadership skills.
3. Excellent verbal and written communications skills.
4. Active and growing relationship with Christ.
5. Demonstrated ability to work harmoniously with people from varied cultural, socioeconomic, educational, and experiential backgrounds
6. Work independently and within a team, with initiative, yet accept direction
7. Attention to detail

**Job Type:** Part-time with possible full-time opportunity

- Starting hourly wage between \$14-18 with personal fundraising opportunity.

### **To Apply:**

Please send in your resume and with a cover letter summarizing your qualifications, what you bring to this position, why you want to work for Youth Dynamics and fill out an application found on our website: [yd.org](http://yd.org). Reply by email to [hr@yd.org](mailto:hr@yd.org).