



MANAGER, BUSINESS OPERATIONS

Maymont is a 100-acre historic estate and park, located in Richmond, Virginia, with many unique experiences for all to enjoy, including the historic Maymont Mansion, The Robins Nature Center, arboretum, formal gardens, and habitats for native Virginia wildlife and farm animals. With seasonal events, programs and rental spaces, over 800,000 guests enjoy Maymont yearly. Since 1975, Maymont has been maintained and operated by the nonprofit Maymont Foundation, committed to creating experiences that delight, educate and inspire its guests.

Maymont is seeking a full-time Manager, Business Operations. Maymont's Manager, Business Operations is responsible for managing the organization's daily business functions to optimize organizational productivity and performance. This position works closely with individual departments and business units in all matters of accounting and finance. The Manager of Business Operations will play a key role in the implementation of new technologies and systems. This position reports to the Director of Finance & Administration.

Essential Functions:

- Works closely with departments and business units in all matters of daily business operations to support organizational productivity through the central management of accounting and business functions.
- Plays a key role in the ongoing review of internal processes with the goal of modernizing systems, implementing new technologies and enhancing processes and internal controls.
- Manages full cycle of weekly accounts payable process, including vendor management and payment request tracking, ensuring proper approval, timely processing, accuracy of information, proper accounting and maintenance of supporting documentation.
- Manages full cycle of weekly accounts receivable process, including proper handling and accounting of cash receipts and pledges, coordination of on-site collections, preparation of deposits, reconciliation of receipts between Raiser's Edge and Financial Edge, and maintenance of supporting documentation.
- Manages on-site change fund, maintaining necessary mix of coin and currency to meet the needs of departments and business units.
- Serves as support and backup for monthly closing process, as needed.
- Manages tax obligations, including but not limited to monthly preparation of sales tax liability and annual preparation of 1099 forms in accordance with state and federal requirements.
- Supports annual audit and tax preparation processes, providing detailed records, account analysis, audit schedules and other financial reports for annual external audit and tax return preparation.
- Supports Maymont community and fundraising events, which may occur outside normal work schedule.
- Assists with other duties and other tasks as assigned.

Education and Experience:

- Bachelor's degree in accounting, business administration or related field
- MBA, CPA or CNAP preferred
- 5+ years of proven work experience in nonprofit finance or accounting preferred
- Experience with Blackbaud preferred

Required Skills/Abilities:

- Strong analytical, mathematical and problem-solving skills, paying careful attention to detail and accuracy
- Advanced digital literacy and the ability to use systems and technologies to maximize performance, efficiency and effectiveness



-
- Strong organizational skills, good time management skills, ability to multi-task and prioritize tasks to meet deadlines
 - Excellent verbal and written communication skills
 - Ability to maintain confidential information and handle sensitive issues with discretion
 - Belief in and dedication to Maymont's mission, values and goals
 - Ability to collaborate as part of a team and interact effectively with individuals of diverse backgrounds and experiences
 - Ability to work with a minimum of supervision, show initiative, take ownership of an entire process and take a creative approach to tasks

Physical Demands:

- Frequent sitting, standing, walking and talking for extended periods
- Frequent climbing, bending, stooping and lifting up to 50 pounds
- Ability to work inside and outside in all weather conditions
- Specific vision abilities required by the job include close vision, distance vision, depth perception and the ability to adjust focus

Competitive compensation and benefits package includes paid-time-off and health, dental, vision, disability, and life insurance.

FLSA Status: Full-Time Exempt

To be considered for this position, please send a cover letter and resume to employment@maymont.org. Please include the position title in the subject line.

This position description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and perform other job-related duties. This document does not create an employment contract, implied or otherwise, other than an "at-will" employment relationship.

All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.

Maymont Foundation is committed to creating a diverse environment and is proud to be an equal opportunity employer.

To safeguard employees during the COVID-19 pandemic, personal protective equipment including hand sanitizer, gloves and masks are provided as appropriate. Protocols for social distancing are in place.