



JOB TITLE	Business Manager
REPORTS TO	Chief Operating Officer (COO)
SUPERVISES	Bookkeeper, HR Consultant, Resource Manager, IT Consultant
FSLA STATUS	Full Time, Exempt
LOCATION	Boulder, CO

ABOUT TGTHR At TGTHR (formerly Attention Homes), we are building a movement that galvanizes communities, empowers young people, and puts an end to youth homelessness. We won't stop until every young person is valued, empowered and safe. TGTHR is committed to building a culture of equity, inclusivity, and non-violence for all individuals. For more information, visit TGTHR.org.

The following values guide all of our efforts:

- We believe growth is rooted in relationships.
- We believe in wildly celebrating resilience.
- We believe there is strength in diversity.
- We believe in promoting youth voices.
- We believe that housing is a fundamental right.

SUMMARY OF POSITION This is a tremendous opportunity for an operations leader to maximize and strengthen the internal capacity of a respected, high-impact nonprofit organization. The Business Manager works to keep TGTHR's office operations as efficient and transparent as possible. A successful candidate is a hands-on and participative manager who oversees and ensures documentation of the following areas: finance, human resources, IT and facilities.

PRIMARY RESPONSIBILITIES

Financial Reporting

- Oversee monthly bank accounts reconciliation.
- Prepare monthly financial reports.
- With the bookkeeper, collaborate with the development team on donor/financial reporting, and oversee all financial, project/program and grants accounting.
- With assistance from the bookkeeper, manage TGTHR's annual audit.

Human Resources

- Oversee process and accuracy in payroll functions and benefits enrollment.
- In conjunction with TGTHR's Resource Manager and HR Consultant, enhance HR processes to meet the needs of our growing staff.
- With assistance from the HR Consultant, review annual benefits packages and work with brokers to identify appropriate benefits for our changing workforce.

Business Operations

- Manage IT-related administrative functions such as phones, printers, computers, online file share system, email, etc.
- Oversee budgeting, inventory and maintenance of equipment, facilities and transportation to ensure efficient and consistent operations as we grow.
- Establish and maintain processes to track facilities, health and safety accident reporting.

- Other duties as required.

REQUIRED PROFESSIONAL QUALIFICATIONS

- Bachelor's Degree in Business, Business Management or other related field, as well as at least 3-5 years of overall professional experience in a similar role.
- At least 2 years of experience as a supervisor.
- A multitasker with the ability to wear many hats in a fast-paced environment.
- Technology savvy with experience selecting and overseeing software installations and managing relationships with software vendors; knowledge of accounting, reporting and payroll software.
- Excellent communication and relationship building skills with an ability to prioritize, negotiate, and work with a variety of internal and external stakeholders.
- Thorough knowledge of Quickbooks and Microsoft Office required. Google Suite, and Paylocity preferred.
- Commitment to continued education of social justice, especially the intersection of youth homelessness and race, gender, sexuality, ability, immigration, and socioeconomics.
- Professional and positive attitude.
- Ability to sit for long periods of time while also performing typing duties on a computer.
- Ability to lift and carry objects up to 30 lbs.
- Ability to lift, bend, stoop, kneel, crouch, push and other strenuous activities.

BENEFITS AND COMPENSATION Salary Range: \$62,000 - \$68,000. TGTHR offers a competitive compensation package such as a flexible work environment dependent on work position, medical, dental, vision, and accident insurance, paid time off/sick leave/parental leave/paid holidays/bereavement leave, employee assistance program/counseling services, development and educational opportunities and a 403(b) retirement plan. **TGTHR is a drug-free workplace. Candidates and employees must be able to pass a criminal background check.**

TO APPLY Email resume and cover letter to: hrcontact@TGTHR.org with the subject line "Business Manager".

TGTHR is an Equal Opportunity Employer and prohibits discrimination and harassment of any kind. We are strategically invested in creating an equitable, diverse, just, and inclusive work environment. All interested individuals, including people of color, LGBTQ+ folks, women, and people with different levels of ability are particularly urged to apply. For more information on our justice, equity, diversity and inclusion efforts, visit our website [here](#).

**1440 PINE ST. SUITE B,
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