



Operations Manager

Reports to: Executive Director

Under the direction of the Executive Director, the Operations Manager will have primary responsibility for checkoff compliance activities as well as coordinating bookkeeping and audit functions, organizing office operations and procedures, and providing general administrative duties.

Essential Functions

1. Assist the Executive Director with budget development.
2. Coordinate with external bookkeeper to create monthly financial statements as well as code accounts receivable and accounts payable for weekly processing by bookkeeper.
3. With the Executive Director, schedule and coordinate financial (annually) and compliance (every ~3 years) audits.
4. Coordinate checkoff compliance activities to include: entering remittance information in proprietary database, preparing and sending monthly reports and remittance payments, preparing and mailing stakeholder letters and remittance forms, etc.
5. Maintain office efficiency and compliance by planning and implementing office systems, filing systems, and equipment procurement.
6. Handle daily administrative duties for the office such as processing incoming mail, materials and equipment procurement, development of meeting materials, etc.
7. Other related tasks as assigned by the Executive Director, including assisting other staff with SDBIC programs, events and activities as needed.

Minimum Qualifications

1. Associate's degree in agriculture, communications or a related field.
2. Combination of experience and education deemed appropriate.
3. Skills, Knowledge & Abilities:
 - Strong oral & written communication skills.
 - Self-motivated and organized.
 - Proficient in the use of computer applications and office technology, particularly bookkeeping procedures and Microsoft Office programs.
 - Team player with a dedication to getting the job done, assisting other staff and SDBIC leaders as needed.
 - Knowledge of the beef industry preferred but not required.

Salary range is \$42,000 - \$47,000, depending on education, qualifications, and experience. Benefits include health insurance, retirement after one year of employment, vacation and sick leave.

Hybrid (remote & in-office) work is a possibility, depending on the candidate. Position open until filled with initial resume screening beginning July 15, 2024.

To apply, send resume, cover letter and three professional references to SDBIC Executive Director Jodie Anderson at janderson@sdbbeef.org.