BUSINESS MANAGER

THE POSITION
The Business Manager plays a key role in carrying out sound business and accounting practices to ensure the long-term health and sustainability of Ucross. The Business Manager handles all finance/accounting functions, including vendor payments, employee payroll, and insurance; holds primary responsibility for accurate and timely preparation of financial reporting and audits; and works in collaboration with the President/Executive Director on HR related issues, managing personnel records and policies. The Business Manager also provides board support as needed, particularly for the Board Chair and Treasurer, and works closely with the Director of Development & External Relations. The Ucross culture embodies professionalism, respect, and congenial relationships with co-workers, residents, and trustees. For this multifaceted position with a unique organization, flexibility, patience, and a sense of humor are all valued.

WHO WE ARE
This is a unique opportunity to be a part of the Ucross team and advance the mission of this renowned artist residency program and creative laboratory for the arts. Founded in 1981 by Raymond Plank, Ucross provides a rare gift in today's world – uninterrupted time – along with workspace and living accommodations, to approximately 100 visual artists, writers, composers and choreographers each year. More than 2,500 artists have spent time at Ucross's spectacular 20,000-acre working cattle ranch, located in the foothills of the Bighorn Mountains. These artists have come from every state in the U.S. as well as from many countries around the world.

YOUR SKILLS AND EXPERIENCE
- Minimum three (3) years financial management experience preferably in a nonprofit setting
- Bachelor’s degree in accounting or related business field
- Skilled in managing effective and efficient fiscal systems
- Able to analyze and communicate high-level financial information
- Experienced in budgeting and forecasting
- Able to interpret federal regulations and apply them operationally
- Knowledgeable in assessing and minimizing risk
- Experienced in overseeing annual audits
- Understanding of HR related regulations and requirements a plus
- Skilled in QuickBooks and Microsoft Office Suite

ADDITIONAL INFORMATION
- Offers a competitive salary and benefits package
- Full-time salaried position reporting directly to the President/Executive Director
- Located on the beautiful Ucross ranch near Clearmont, Wyoming

To learn more, or submit a resume & cover letter, email Laura at laura@peakconsult.net

Ucross is an Equal Opportunity Employer