Business Manager – Troy Historic Village
Flexible: 24 hours/week, M-F 10:00 am - 3:00 pm
Part-Time Staff Position $21-23 per hour

About Troy Historic Village: The Troy Historic Village is a collection of 11 historic buildings and associated artifacts used to engage the community in hands-on history. In a typical year more than 24,000 visitors come to the Village for school field trips, scout programs, history talks and programs, tours, artisan classes, community events, and private rentals. The Village is owned by the City of Troy and operated by the Troy Historical Society.

Position Overview: The Troy Historic Village is seeking a Business Manager who will work with staff, board members, and the Finance Committee to perform bookkeeping functions, track budgets and operations, and provide special events support. Experience with QuickBooks and Excel is a requirement.

Position Details: This part-time position is a maximum of 24 hours per week (averaging across the year). Hours are flexible and we can accommodate a hybrid office. Due to the nature of the position, the candidate will need to be in office a minimum of one day per week. Our team atmosphere is supportive of family needs. Currently the Village offers paid time off, sick leave, and short-term disability for part-time positions.

ESSENTIAL JOB FUNCTIONS (may include, but not be limited to):

- Process weekly receipts from programs, the Village Store, donations, facilities rentals and other revenue sources, and input data in QuickBooks.
- Record employee payroll payments in QuickBooks.
- Reconcile bank and charge account statements and prepare payments to vendors.
- Prepare monthly Balance Sheet, Profit and Loss Statement, and Accounts Receivable Reports for the Finance Committee. Produce Class Reports as needed for project reviews. With the Treasurer, create bi-monthly reports to the Board of Trustees.
- Work with the Treasurer and Finance Committee to develop and track annual operations budget and complete the annual audit. Implement best practices based on industry standards and auditor recommendations.

SECONDARY JOB FUNCTIONS:

- Provide special events support. Currently that includes a pop-up Maple Syrup store in March and Troy Traffic Jam Registrations in July and August
- Maintain revenues and expenses for fundraising projects and events
- Maintain the Village Store, including pricing and annual inventory
- Update Data Arts Profile
- Participate in monthly All Staff meetings

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

- Skilled in QuickBooks and Excel; experience using Donor Perfect or similar database
- Office or bookkeeping experience (two or more years preferred)
- Excellent communication, organizational, and prioritization skills; attention to detail
- Must possess a positive attitude; work well in both a team setting and independently

DESIRED TRAINING AND EXPERIENCE:

Degree in Business Administration, bookkeeping, accounting, or a related field and/or equivalent business experience; non-profit experience or a strong passion to learn and work in a non-profit.

TO APPLY:
Applications are available at www.troyhistoricvillage.org Submit a completed application with resume and cover letter to Troy Historic Village, 60 W. Wattles Rd. Troy MI 48098, Attn: Jen Peters or email to jpeters@thvmail.org.

The Troy Historical Society is an equal opportunity employer.