



60 W. Wattles Rd., Troy, MI 48098 • 248-524-3570
www.troyhistoricvillage.org •    TroyHistVillage

Troy Historical Society
Business Manager, Part-time
24 hours/week variable and flexible
Pay rate \$18-24 per hour

NATURE OF WORK:

The Business Manager will work under the direction of the Executive Director and with the Treasurer and Finance Committee to perform bookkeeping functions for the Troy Historical Society at the Troy Historic Village.

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 Cash Flow Reports for the Finance Committee and 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.
- Provide special events support and work as a member of the Village management team.

SECONDARY JOB FUNCTIONS:

- Work with the Treasurer and Executive Director and appropriate committees to:
 - Maintain revenues and expenses for fundraising projects and events.
 - Update Data Arts Profile
 - Implement appropriate policies and procedures that follow best practices, generally accepted accounting principles, and the recommendations of the auditor.
 - Participate in monthly All Staff meetings

DESIRABLE KNOWLEDGE, SKILLS, AND ABILITIES:

- Skilled in Excel and QuickBooks; 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

REQUIRED TRAINING AND EXPERIENCE:

Degree in Business Administration, bookkeeping, accounting, or a related field and/or equivalent business experience; non-profit experience is helpful.

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.