



Position Title: Director of Business & Operations

Position Description:

The Director of Business & Operations performs business, administrative and operational duties of the organization. Responsibilities include acting as the primary human resources contact, managing accounting in conjunction with the organization's bookkeeper and operating the Coastal Center facilities and property.. Supervise and manage the Visitor's Center Manager, the Operations Manager, and Administrative Assistant as directed. Work with fellow leadership team in coordinating organizational projects and programs. Work direction and priorities are given by the Executive Director as direct supervisor.

Position Responsibilities:

1. Manage and direct financial accounting including accounts payable, payroll, benefit plans, insurance policies and annual tax filings.
2. Manage financial processes including budgeting, accounting reports, setting up financial instruments, monitoring financial transactions for fraud and working with CPA firms on bookkeeping, annual tax documents and corporate reports.
3. Direct and manage human resources administration including personnel onboarding, benefit programs, attendance, training, reviews and personnel files, policies compliance and related responsibilities.
4. Manage and oversee critical business services including IT systems, security systems, office tools etc.
5. Maintain critical business licenses, registrations and permits as well as document records for financial, personnel, insurance and budgets.
6. Responsible for maintaining critical business components in conjunction with the Operations Manager including 57-acre property, buildings and vehicles, etc.
7. In conjunction with the Visitor Center Manager, responsible for staffing for Admissions and operating the Coastal Center Gift Shop and Admissions.
8. Perform other tasks as assigned by the Executive Director

Qualifications:

1. Experienced in handling a wide range of administrative and executive business related tasks, able to work with all staff, exceedingly well organized, flexible and able to meet administrative challenges.
2. Strong computer skills, written and verbal communication skills, including strong working knowledge of Microsoft Office including Word, Excel, Outlook and Quick Books accounting software system.
3. Strong knowledge of Human Resources and operations support functions. Master's degree in Business Administration Management preferred or Bachelor's degree with additional equivalent experience, specifically nonprofit experience.
4. Experience with financial planning and administration as well as project management experience.

To Apply: Employment application available at www.floridaocean.org, Join Us, Careers & Employment. Send completed application and resume to mperry@floridaocean.org or by mail to Executive Director, Florida Oceanographic Society, 890 NE Ocean Blvd., Stuart, FL 34996.