



Job Opening: Business Manager

The National Council on Problem Gambling (NCPG) serves as the national advocate for programs and services to assist problem gamblers and their families. Our vision is to improve health and wellness by reducing the personal, social and economic costs of problem gambling. Our mission is to lead state and national stakeholders in the development of comprehensive policy and programs for all those affected by problem gambling.

Position Summary

In this newly created role reporting to the Deputy Director, our Business Manager will manage the bookkeeping and financial reporting for the organization. In addition, the Business Manager will also support Membership, Development, Operations and Human Resources.

Responsibilities

- Process all accounts payable and receivable; coordinate with staff to ensure compliance with GAAP and FASB standards.
- Invoicing through QuickBooks, including the reconciliation of transactions and account information between QuickBooks and the CRM systems.
- Collaborate with staff, track recurring payments, credit card reconciliation and expenses, and other accounting functions and processes.
- Coordinate with CFO on QuickBooks configuration; implement digital interface between CRM and QuickBooks.
- Assist Development with financial parts of grant applications & compliance fulfillment.
- Support Human Resources with onboarding, health insurance and benefits tracking.

Qualifications

- Bachelor's Degree in Business, Finance or related field of study; or equivalent work experience.
- At least 5 years of experience in a financial role; experience in a non-profit environment a plus
- Extensive bookkeeping skills, including strong proficiency with QuickBooks online.
- Solid technical skills including CRM or AMS database, Microsoft Office and Outlook.
- Strong organizational skills and diligence.
- Ability to create monthly and other periodic financial reports.
- Ability to effectively present information and respond to questions from staff, board, stakeholders and the public.
- Willingness and ability to work both remotely and on-site in our Washington, DC office at least one day per week, more often if needed.
- Comfortable working in a team environment where majority of staff is remote.
- Desire to use expertise and skills to help NCPG's purpose of mitigating gambling-related harm.
- Strong people skills and a positive and supportive attitude.
- Initiative-taking collaboration and ability to anticipate needs.
- Impeccable verbal and written skills.

**Salary Range**

\$60,000 - \$70,000 per year plus an excellent benefits package including paid vacation, personal and sick time, 13 company-paid holidays, life, short-term and long-term disability coverage, a retirement plan with matching company contributions, and health insurance with 100% employer-paid premiums.

Application Instructions

Please submit a cover letter and resume to recruiting@ncpgambling.org. Visit our website at <http://www.ncpgambling.org> for more information about NCPG.

We welcome you to inform us confidentiality if you require any special accommodations to be considered for employment at the NCPG. Contact us at recruiting@ncpgambling.org to notify us of any needs related to completing the job application.

We are an equal opportunity employer and consider all qualified applicants equally without regard to race, age, color, religion, sex, sexual orientation, gender identity, national origin, veteran status or disability status.