



Title: Business Manager
FLSA status: Full-time, nonexempt
Reports to: Executive Director
Salary Range: 58,000-73,000

Agency Philosophy:

WindWalkers is a private, not-for-profit organization founded in 2005 as an equine-assisted therapeutic riding center dedicated to serving individuals facing physical, neurological, emotional, behavioral, or psychological challenges. Our PATH-certified instructors uphold the highest standards of professionalism, efficiency, compassion, and teamwork. Guided by our philosophy that *healing begins with a family approach*, we focus on building strong relationships, fostering vital social connections, and creating a supportive community. By forming close bonds with both individuals and their families, we help ease the burden of care while empowering growth and resilience. At WindWalkers, we seek problem solvers and visionaries—team members whose passion and dedication make a tangible difference in the lives of those we serve.

Job Summary:

There are three prominent roles the business manager will hold. The primary responsibility will be to provide the organization with financial infrastructure—daily accounting, bank reconciliations, AP & AR, and budgeting support, to name a few. The second role will be to take the lead in supporting the agency with overall business operations. This will entail setting up individuals as new participants by creating records, setting payment methods, and scheduling appointments. The final role will be to provide Human Resources support to the staff and executive director. With only nine staff members, this role is the smallest, but having one lead staff member that all others can go to and this person being dedicated to some of the essential HR duties in the agency is vital.

Duties and Responsibilities:

The Wind Walkers Business Manager is the core staff member who will be the point person for all staff and participants. Therefore, it is essential that all interactions are conducted professionally, courteously, and ethically.

Finance Responsibilities:

- Documenting financial transaction details and monitoring the transactions
- Processing accounts payable and accounts receivable
- Preparing and filing financial documents
- Prepare reports for grantors, donors, funders, or board meetings
- Fact-checking accounting data
- Reconciling company accounts
- Processing payroll and tracking payroll data
- Assisting with tax payments and returns
- Working with staff accountants and board treasurer as needed
- Assists Executive Director in setting operational budgets
- Ensuring that the company or department meets its financial and strategic goals
- Ensuring that a company or department is on track to meet its financial goals

Human Resource Responsibilities:

- Posting job descriptions, vetting resumes, and bringing information to leadership
- Resolve employee and client issues.
- Assists Executive Director in developing and implementing operational procedures
- Maintaining an HR database for employees



- Staying current on state or federal HR laws and regulations

Business Responsibilities:

- Creating new participant charts
- Overseeing basic business operations as tasked
- Work with outside vendors to maintain necessary business supplies
- Maintaining business documents and contracts
- Schedules agency or executive director meetings when necessary
- Supporting problem resolution and decision-making
- Maintain a good working relationship with partners.

Knowledge, Skills, and Abilities:

- Ability to expertly reconcile financial records and statements
- Expertly skilled in accounts receivable and accounts payable
- Strong ability in recording financial transactions for organizations
- Strong knowledge of accounting principles, including the recording and measurement of business or financial transactions in any field of practice
- Knowledgeable about financial taxes, such as filing, preparation, and compliance
- Skilled in processing the general ledger accounts, revenue, and expenses of an organization
- Keen ability to conduct bank reconciliation
- Strong ability to collect, analyze, and compile financial information for reporting
- Knowledgeable about processing or auditing payroll with the use of software
- Knowledge of state and federal HR laws and regulations
- Skill in or experience with managing budgets
- High attention to detail
- Strong problem-solving and creativity skills
- Possesses the highest level of discretion and professionalism when working with staff

Credentials and Experience

- Bachelor's degree in business, finance, accounting, economics, or related field preferred.
- Five years of experience in a bookkeeping, finance, or accounting role
- Three years of experience in a business role as part of a team
- Two years HR experience preferred

Full-Time Status Description:

- A full-time staff member is non-exempt and paid for 40 hours of in-office work per week.

all interested candidates please send resume to Interim Executive Director Michelle Muething at:
Michelle@WindWalkers.org

This job description is not an employment contract, nor is it intended to show every detail of the duties and requirements of the job. The job description is intended to provide a listing of primary responsibilities and tasks. The job description may be augmented by performance expectations and additional duties, which may be assigned either in writing or verbally at any time by management.



WindWalkers