



Blanchet House of Hospitality

Serving our housing & food insecure communities

Job Description: Business Operations Manager

Starting Salary: \$80,000

Full time/Exempt

Hybrid work schedule available with minimum 3-days on-site

Reports to: Executive Director

BLANCHET HOUSE IS:

Founded in 1952, Blanchet House is a nonprofit social service agency whose mission is to feed, shelter, and aid those in need of compassionate, supportive restoration. In addition to serving three meals per day, six days a week at our downtown Portland location, Blanchet House shelters and assists homeless men in their transformation to self-sufficiency. We also operate Blanchet Farm, a 62-acre working farm in Yamhill County where men participate in 12-step/peer support recovery. Blanchet House of Hospitality takes pride in providing a safe, healthy, and respectful environment for everyone in our community.

OUR VALUES:

Hospitality We welcome everyone into our home with kindness and compassion.

Dignity We respect the inherent value of everyone inside and outside our organization.

Hope We foster optimism and the belief that good things can happen when we work together.

Integrity We are honest, reliable, and trustworthy.

Community We build relationships and strive toward common goals.

Authenticity We honor everyone's right to be their unique self.

ABOUT THE ROLE:

The Business Manager is responsible for overseeing Blanchet House's bookkeeping and financial reporting, supporting third-party bookkeeping and accounting providers and reviewing their work for accuracy and completeness. The Business Manager oversees the organization's account payables, account receivables, and deposits. In addition, this staff member supports the organization's financial reporting and tax/audit preparation, and they prepare budgets and reports as required by Blanchet House staff and board. The Business Manager works collaboratively and supports the work of the Executive Director, the Development team, and other organization management and leadership.

OUR PROFESSIONAL COMMUNITY:

Blanchet House staff members foster a professional community and contribute to the organization's wellbeing. Staff members take active roles in Blanchet House's community and culture in a variety of



ways in addition to their essential responsibilities. They advance the Blanchet House Mission, our core values, and our commitment to be a house of hospitality.

Blanchet House staff members act with the highest degree of professionalism and integrity. They value compassion and respect for the dignity of others in their work; and they promote the safe, healthy, and friendly experiences of all Blanchet House community members. They respect and support appropriate personal and professional boundaries.

Blanchet House staff members develop and promote professional, collaborative, and collegial relationships to the benefit of one another, our organization, and the communities we serve. Staff members exhibit a growth mindset about professional goals and growth. They respect and work effectively with people from different cultures and with different perspectives and experiences. They learn from and build on diverse cultural and community perspectives and experiences. They are open to learning how unconscious bias may affect how we interact with individuals representing a variety of cultural, ethnic, language, and life experiences.

YOUR STRENGTHS:

- Able to work with, direct, and serve others experiencing complex issues with compassion and respect for their inherent dignity.
- Able to work effectively in a trauma-informed environment and with individuals in a recovery and self-improvement program.
- Cultural competence - to understand and value clients' unique perspectives, experiences, and histories.
- Exceptional listening and coping skills.
- Flexible and collaborative with an ability to reach consensus and respect differing points of view.
- Able to exercise sound independent judgment and initiate/complete tasks with minimal supervision.
- Appreciation for how your responsibilities support and affect your colleagues' work and the organization as a whole.
- Organization and time management - to prioritize and work on multiple projects to completion.
- Able to solve problems and navigate challenges successfully.
- Excellent attention to detail and the need for accuracy and conscientiousness in your work.
- Strong sense of responsibility, commitment, and follow through. You are dependable.
- Excellent interpersonal skills including showing a positive, supportive, and friendly attitude.
- Capable of keeping sensitive, personal, and confidential information private.
- Willing to learn new things and keep an open mind.

THE POSITION

DAY-TO-DAY:

Financial transaction management and tracking:

- Manage, track, and ensure all accounts payable and accounts receivables are paid and collected in timely manner.



- Reconcile monthly bank and credit card statements and ensure accuracy of the general ledger.
- Manage the tracking of restricted and pass-through contributions.
- Oversee bank deposits.
- Budget development, reporting, and expenditure monitoring at various levels.
- Assist with writing and projecting budgets for grant applications and campaign gift requests, as well as budget-to-actual reporting and documentation for grant reports and other compliance requests.
- General ledger entries as necessary.

Financial reporting:

- Support third-party bookkeeping partner's monthly financial reporting and review financial reports for completeness and accuracy.
- Prepare financial reports for the Executive Director and Finance Committees.
- Document, update and manage budget variations and activities throughout the year.
- Provide requested data to tax preparers in a timely fashion.
- Grant/contract cost analysis and planning.
- Issue 1099's at year end according to tax requirements.

Payroll and Benefits:

- Manage payroll functions to submit payroll with outside vendor.
- Manage invoices, payments, reporting, and renewal for employee benefits, including Simple IRA contributions.
- Oversee updates and other changes to benefits, including annual renewals.

Administrative:

- Maintain and renew organizational insurance policies.
- Develop and maintain effective vendor relationships, support and communications.
- Ensure compliance with the organization's financial practices, controls and procedures, all applicable financial regulations and restrictions, as well as compliance with finance-related funder conditions specific to individual grants and contracts.

BIG PICTURE OPERATIONS:

- Collaborate with senior leadership to understand the organization's goals and strategy related to staffing, programming and services, and fundraising/revenue.
- Role model positive community standards and uphold Blanchet House core values.
- Interact with residents in ways that are trauma-informed, positive and uplifting, and with sensitivity to their lived experience.
- Respect confidentiality at all times (confidentiality should be tempered with sensitivity to the well-being and safety of other residents, Blanchet House staff and volunteers, and the organization).
- Promote and protect the confidentiality, privacy, and security of donor information, Blanchet House financial accounts, and other organization data and digital systems, portals, and platforms.
- Be knowledgeable of Blanchet House emergency procedures and how to respond in the event of a crisis or emergency, including a medical emergency.



- Provide department leadership and effective problem solving to promote effective services and operations.
- Support Blanchet House's sustainability efforts and commitment to zero-food waste.
- Help to maintain Blanchet House policies, procedures, and expectations.
- Attend professional development and trainings, staying current in your field.
- Participate in staff and committee meetings, Blanchet House's culture and community, and be willing to engage our day-to-day residential and meal services.

QUALIFICATIONS:

In addition to any required experience or training, Blanchet House will consider relevant work experience, volunteering, education and training, and transferable skills.

- A Bachelor's degree from an accredited college or university in business administration, finance, or closely related field; advanced degree a plus.
- Five or more years of experience functioning in a business or financial role. Non-profit experience preferred.
- Ability to adhere to GAAP financial compliance.
- Ability to maintain and analyze financial reports and to effectively present information and respond to questions from diverse, sometimes non-expert audiences.
- Working knowledge of accounting principles and nonprofit tax liability.
- Ability to produce revenue analysis and projection reports and make recommendations for effective revenue generating activities.
- Track record in successfully collaborating with a high-performing office and management team and fostering effective office and business operations.
- Ability to successfully work independently and in a hybrid remote/on-site arrangement.
- Proficient with Microsoft Office programs including Teams, Outlook, Calendar, and Excel. Comfort with virtual meeting platforms and learning new technology. Experience with fundraising CRM's and learning new systems a plus. Experience with the following programs and systems a plus: Paychex Flex and Paychex Time & Attendance a plus; Bill.com.

OUR BENEFITS:

Eligible benefits include: health/dental/vision coverage for the employee; Canopy Employee Assistance Program (incl. household members); Simple IRA program with employer match; free meals at Blanchet House; cell phone stipend; a work anniversary bonus; enhanced holiday pay when working; and a generous Paid Time Off/Paid Holiday benefit (>5 weeks in Year 1).

OUR ENVIRONMENT:

Many Blanchet House clients experience physical and/or mental health disabilities, mental health and/or addiction crisis, and trauma. Blanchet House also serves a diverse community, and we serve regardless of an individual's race, ethnicity, religious/faith, gender, sexual orientation, or gender identity. Employees must be willing and able to safely and successfully work in this environment and with marginalized, vulnerable community members.

SUPERVISORY RESPONSIBILITIES:

None. Future supervisory responsibilities may occur with the addition of new staff.

**PHYSICAL DEMANDS:**

Physical requirements are consistent with physical duties needed from general office staff.

INTENTIONAL EQUITY:

Blanchet House is committed to advancing equity and justice in our organization and in our community. This commitment inspires the Blanchet House staff to:

- Be intentional in our work toward equity and inclusion.
- Work toward a deeper understanding of the historical, systemic, and contemporary structures and actions of racism and other forms of discrimination, prejudice, and bias.
- Achieve a great understanding of and work toward correcting our own implicit biases.
- Continually identify inequities, eliminate barriers, and innovate our practices to better serve each other's experiences and needs.
- Staying engaged in the pursuit of equity and consistently seeking to repair and improve our understanding, practices, and services where we fall short.

Background check, drug screen, and proof of authorization to work in the U.S. required prior to hire.

Interested applicants should send a cover letter and resume to careers@blanchethouse.org.

No phone calls please.

Blanchet House of Hospitality is an equal opportunity employer. We will extend equal opportunity to all individuals without regard to race, religion, color, sex, pregnancy), national origin, disability, age, gender identification, sexual orientation, genetic information, or any other status protected under applicable federal, state or local law. Our policy reflects and affirms Blanchet House of Hospitality's commitment to the principles of fair employment and the elimination of all discriminatory practices.

Job descriptions are a summary of a position's duties and responsibilities. They are descriptive in nature and do not necessarily define every function of a position.