

JOB DESCRIPTION

BUSINESS MANAGER

Minnesota Farm Bureau Federation (MFBF)

FUNCTION: The Business Manager is responsible for supporting the general operation of the MFBF. The Business Manager is responsible for company database management, administration of the FBAtlas membership system, assisting with the financial management of MFBF & affiliated companies and overseeing and ensuring that computing systems and equipment are operating effectively and efficiently.

AUTHORITY: To assist in planning, organizing and carrying out all activities relating to database management and administration of MFBF systems, along with coordination and management of accurate membership reporting.

REPORTABILITY: The Business Manager is accountable to the Director of Operations.

RESPONSIBILITIES:

DATABASE MANAGEMENT

- Work with management team to identify opportunities for improvement
- Establish KPIs to measure the effectiveness of business decisions
- Collaborate with team members to collect and analyze data
- Use graphs, infographics and other methods to visualize data
- Structure large data sets to find usable information
- Create reports for team members and partners
- Create presentations and reports based on recommendations and findings

DATABASE ADMINISTRATION

- Administration of the FBAtlas membership system
 - Provide training on the membership system to users in order to ensure ability to navigate the membership system and assure accurate and clean membership system
 - Assist counties, staff and other users to create county reports, labels, etc.
- Maintain accurate membership records
 - Balancing lockbox with bank reports
 - Balancing membership numbers with ACH
 - Balancing online deposits with online payments on the membership system
 - Input new members and process manual check payments
 - Verification of data in accordance with members
 - Deposits to the various entities involved in the organization
 - Verification that membership numbers are correctly distributed
- Creating and distributing monthly membership reports
- Analyzing membership numbers and data to ensure accuracy and understanding information
- Customer service and problem solving for counties, agents, FBFS staff and members
- Maintaining communications with our counties through county mail and email, ensuring they have the most up-to-date membership information
- Communication with counties, staff and board on membership issues and membership system

BUSINESS

- Assist with the financial affairs of the Minnesota Farm Bureau Federation & affiliated companies.
- Perform all activities related to the accounts payable function including reviewing, coding, and processing payments
- Perform account receivable functions including invoicing, deposits, collections, and revenue recognition
- Conduct reconciliation of all accounts on an as needed basis

INFORMATION TECHNOLOGY

- Manage the secure and effective operation of all computer systems, related applications, hardware, and software used within MFBF
- Ensure system optimization for all technology resources
- Evaluate connectivity, equipment, software and hardware issues
- Respond to IT issues; hardware maintenance, software, networking, etc.
- Set up equipment for new users and employees

OFFICE MANAGEMENT

- Assist the Public Policy, Membership & Marketing and Leadership team with various administrative duties.
- Create, organize and maintain files of the organization.
- Keep an accurate and up-to-date yearly calendar for the organization.

QUALIFICATIONS:

- Bachelor's degree in Accounting or Business
- Strong skills in database management and analysis
- 1-3 years relevant experience working in accounting and/or database management
- Ability to create, analyze and present reports regularly
- Ability to plan, organize and execute
- Ability to perform basic and higher mathematical calculations
- Efficient in solving problems and working with multiple variables
- Excellent written and oral communication skills
- Experience in computer science, information technology or computer engineering
- Agricultural experience preferred

Duration: Permanent full-time position

Job Location: Minnesota Farm Bureau Federation, Eagan, MN

Compensation: Salary based on experience and job qualifications

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