



Credible.
Independent.
In the public interest.

Title: Business Manager
Reports To: Executive Director
Salary Range: Negotiable; starting at \$60,000 (Full-Time Equivalent)
Hours: Negotiable; between 32 and 40 hours per week
Location: Bellingham, WA

The Pipeline Safety Trust seeks a Business Manager to join our growing team dedicated to protecting people and the environment from pipeline accidents.

WHO WE ARE

The Pipeline Safety Trust (PST), based in Bellingham, WA is a national non-profit organization founded in response to the 1999 Olympic Pipeline Explosion as a watchdog on the US pipeline industry and its regulators.

Our mission is to promote pipeline safety through education and advocacy, increased access to information, and partnerships with residents, safety advocates, government, and industry, resulting in safer communities and a healthier environment.

WHAT WE VALUE

The Board and staff of the Pipeline Safety Trust value:

- Public safety and public interest
- Trust and credibility
- Fearless independence
- Inclusiveness and accessibility
- Proactive strategies.

POSITION RESPONSIBILITIES

The Business Manager will have a broad array of fiscal, administrative, information technology, and human resources responsibilities. This position is like the glue of the organization, filling in wherever needed, wearing many different hats. The ideal candidate will have an ability and willingness to take on a wide variety of tasks, from the routine to the technically challenging, with an eager attitude.

Fiscal

PST has fairly simple programs and funding sources. The Business Manager will have overall financial management responsibility including, but not limited to:

- Preparing monthly, quarterly, and annual financial reports and comparisons to budget
- Assisting the Executive Director in preparing the annual budget
- Managing journal entries, accounts payable, accounts receivable, and bank account reconciliation through QuickBooks Online
- Processing semi-monthly payroll through QuickBooks Online and making appropriate tax payments
- Coordinating and supporting annual financial audit

Human Resources

PST will be growing to 8 employees and the Business Manager will have Human Resources responsibilities including, but not limited to:

- Maintaining organizational work structure by managing and updating job descriptions

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- Implementing employee benefit programs and informing employees about their benefits.
- Working with Executive Director to prepare, update, and recommend human resource policies and procedures.
- Maintaining employee personnel files and payroll records.
- Maintaining compliance with federal, state, and local employment laws and regulations and tracking recommended best practices
- Maintaining current knowledge of legal requirements and government reporting regulations affecting HR functions.
- Ensuring compensation and benefits are in line with adopted policies and legislation.

Information Technology

PST operates in a Mac environment and uses the Microsoft Office Suite, Dropbox Business, and QuickBooks Online, among other software packages. The Business Manager will have IT responsibilities including, but not limited to:

- Administering account and user management on various software services
- Assisting staff members encountering technology issues
- Evaluating and continuously improving IT infrastructure

Administration/Operations

The Business Manager will often serve as the first point of contact for the organization, directing parties to the appropriate staff member.

- Maintaining organizational registrations, licenses, subscriptions and permits
- Managing inventory and ordering office supplies
- Answering calls to main phone line and receiving emails to general email accounts
- Preparing and distributing materials for monthly Board meetings and Finance Committee Meetings
- Arranging travel for staff, Board members, and others as needed

Annual Conference

The Pipeline Safety Trust holds an annual pipeline safety conference, historically in New Orleans, with 100-200 attendees. The Business Manager will be responsible for:

- Managing registrations and payments
- Producing materials for attendees
- Coordinating presentation materials for panelists

HOW TO APPLY

Email resume and cover letter to jobs@pstrust.org

Applications are due by Friday, July 30th.

PST is committed to equal employment opportunities and encourages applications from people of all races, ages, gender identities, sexual orientations, religions, beliefs, national origins, or abilities.