



Opportunity Profile

Search for:

Business Operations Manager



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BUSINESS OPERATIONS MANAGER

Greater Fargo-Moorhead Economic Development Corporation
Fargo, ND

About Great Fargo-Moorhead Economic Development Corporation

The Greater Fargo Moorhead Economic Development Corporation (EDC) is seeking a skilled and proactive Business Operations Manager to manage the organization's financial, human resources, and office management functions. This critical role is designed to ensure operational excellence, financial integrity, and seamless support for our team. Reporting directly to the CEO, the Business Operations Manager will play a key role in managing essential processes, enabling the organization to meet its goals effectively.

KEY RESPONSIBILITIES TO ACHIEVE SUCCESS

The Key Accountabilities for the position include but are not limited to the following:

Financial Management

- Manage monthly financial reporting and bank reconciliations with strong proficiency in QuickBooks.
- Collaborate with auditors to conduct the organization's annual audit and complete required state and federal financial reporting, including preparation of 1099s.
- Oversee invoicing and tracking of accounts receivable for investor funding.
- Process semi-monthly payroll and accounts payable efficiently.
- Assist the CEO with annual budgeting and provide financial insights to support strategic decisions.
- Utilize or learn aspects of Salesforce to enhance financial tracking and reporting processes.

Human Resource Management

- Partner with third-party providers to manage employee benefit programs, including health, dental, vision, and pension plans.
- Collaborate with external providers to maintain and update the Personnel Manual, ensuring compliance and accessibility for all employees.
- Support onboarding processes for new hires and guide existing staff regarding benefits and policies.

Office Management

- Manage vendor contracts related to IT, printers, postage, software, phone/internet, and parking; submit service tickets as needed.
- Monitor and replenish office supplies, manage recycling pickups, and communicate with the building maintenance team when needed.
- Facilitate the setup and management of office equipment for staff, including onboarding support for new employees.

REQUIREMENTS OF THE POSITION

- Proven experience in financial management, including proficiency with QuickBooks and financial reporting.
- Experience supporting audits and managing state/federal reporting requirements.
- Knowledge of payroll, accounts receivable, and accounts payable processes.
- Familiarity with Salesforce or ability to quickly learn new financial tracking tools.
- Strong organizational and interpersonal skills to manage human resources and office operations effectively.
- Ability to work with third-party vendors to maintain and improve operational systems.

IDEAL CANDIDATE ATTRIBUTES

- **Detail-Oriented:** Exceptional attention to detail and accuracy in financial reporting and office management tasks.
- **Proactive Problem-Solver:** Ability to anticipate operational needs and take initiative to address them.
- **Strong Communicator:** Excellent verbal and written communication skills to work effectively with staff, vendors, and third-party providers.
- **Tech-Savvy:** Comfortable with technology and able to quickly adapt to new systems or tools.
- **Collaborative:** Works well in a team environment while also being self-sufficient in handling responsibilities.

Why JOIN THE EDC

As the Business Operations Manager, you will directly impact the organization's success by ensuring operational efficiency and financial integrity. You'll work closely with a super team in a supportive, get-it-done, collaborative environment. This role offers the opportunity to contribute meaningfully to the organization's mission of cultivating an economic environment in our region where all people and organizations flourish while also developing your financial and operational management expertise.

COMPENSATION & BENEFITS

The comprehensive benefits package for this position includes:

- Paid Time Off (four weeks accrued to start) and floating holiday
- 8 paid holidays
- Sick Leave
- Health Insurance with HSA or Flex Benefit Plan
- Dental & Vision Insurance
- Short & Long Term Disability Insurance
- Pension – 401k plans
- Free Parking
- Professional Development Opportunities
- Employee Assistance Program
- Extended Illness Time and Bereavement Leave

THE SEARCH

Sagency, an executive search and leadership consulting firm, has been engaged by the Greater Fargo-Moorhead Economic Development Corporation to identify and evaluate qualified candidates for the Business Operations Manager role. Sagency consultants will assess applicants and present a final group to the search committee for consideration.

Sagency and the Greater Fargo-Moorhead EDC will conduct the search professionally, ensuring that all qualified candidates receive consideration. Candidate discussions and information will be managed with the highest levels of discretion and confidentiality. Sagency and the Greater Fargo-Moorhead EDC are committed to equal-opportunity employment.

If, after reviewing this Opportunity Profile, you believe your experience, skills, and passion align well with the Greater Fargo-Moorhead Economic Development Corporation and this role, we encourage you to follow the application process outlined below.

The first five steps of the application and selection process:

Step 1: Interested candidates complete the online application.

- Upload your resume.
- The online application will be posted until the position is filled.

Step 2: A Sagency Executive Search Consultant may schedule an initial phone call with qualified applicants.

Step 3: A Sagency Executive Search Consultant will schedule a 60-minute interview with select candidates.

Step 4: If you are selected and choose to move on to interviews with our client, you will be asked to complete an online assessment.

Step 5: First-round interviews with the client.

Thank you for your time and your interest in this role.