



Position Description

Position Title: Business Operations Manager

Who we are - The Orleans County NRC (OCNRC) was established in 1947, after Vermont passed the [Soil Conservation Act](#), with the original purpose of driving locally-led voluntary conservation through contacts with farmers. In 1968, the Vermont State Legislature amended the Soil Conservation Act broadening our scope to conserve all natural resources. The mission of the Orleans County NRC is to protect, improve and enhance the soil and waters of Orleans County by providing leadership, education and services for implementation of sound land stewardship practices.

We are seeking to fill a part-time Business Operations Manager position to serve the Orleans County NRC in meeting our strategic goals. Orleans County is home to about 70 dairy farms and is the state's third largest livestock and milk producing county, has the most lakes of any county in Vermont and our two main watersheds have TMDL plans. We are a non-regulatory subdivision of the Vermont state government that functions much like a non-profit, which means that landowner engagement with the district is voluntary and incentive-based. Our work is done by developing long term relationships and coordinating available resources to promote the conservation of natural resources through education, conservation programs and technical services.

Job summary

Join our growing team! Orleans County NRC is looking for an organized, positive professional with strong communications skills, financial management and administration experience to strengthen our highly functioning mission driven team. As we are scaling up our staffing capacity, we created this relatively new OCNRC position. The basic function is to assist the Board of Supervisors, Executive Director and staff with delivering OCNRC internal business management needs. This internally focused position will help staff to best complete the soil & water conservation practices and fulfil their responsibilities to protect natural resources within Orleans County.

Responsibilities include:

1. Provide operational and administrative tasks and clerical office assistance to staff.
2. Manage financial and HR operations.

The ideal candidate can work under pressure in a fast paced setting to contribute to the diversity and excellence of the institution, brings connection to the local community, shared passion for stewardship of natural resources and has knowledge and/or practical working landscape experiences.

Minimum Qualifications

A bachelor's degree is ideal but not required in the accounting, business management field. Or related degree with a minimum of three (3) years of experience, including demonstrated success of similar work. The ideal candidate will have strong and consistent communication skills in a variety of settings, a professional demeanor, the desire to establish and maintain satisfactory working relationships with OCNRC team members, landowners, and partners to improve natural resource management in Orleans County.

Also, the ability to understand the work of OCNRCD and effectively support that work internally.

Qualified applicants will be highly motivated, flexible, positive professionals able to independently set workload priorities and meet workload requirements. This administrative support position requires expert knowledge of human resources, database management, financial management, QBO bookkeeping and accounting software, and detailed organization, administrative skills. The person occupying this position will need to maintain confidentiality related to OCNRCD clients, operations and programs.

Wage and Benefits

This is a non-salaried part time position with a competitive hourly wage at \$26.69 - \$28.32 per hour based on experience and expertise. Based on OCNRCD personal policy, part-time employees are provided with prorated benefits including HSA or health care stipend benefits, 2% retirement after a year, 2 weeks vacation, 11 paid holidays and 45 hours of paid sick/personal.

Work schedule: 25-30 hours a week.

Office Location: Office is at 41 School St Newport VT with some remote work possible.

Target Start Date: 07/15/2026

Duties and Performance Requirements

Manage financial operations (65%)

- Manage OCNRCD day to day QuickBooks online practices and processes including processing invoices, expenses, financial data entry and administering bi-weekly payroll.
- Conduct financial analysis processes including update and maintain tracking spreadsheets and provide grant and services agreement budgeting support, tracking and reporting and working with the Executive Director on fiscal budget procedures. Identify opportunities for cost savings and revenue generation.
- As needed, support the Executive Director and other staff with financial and budget information to secure and report on grant agreements.
- Work with OCNRCD Consultant Bookkeeper - Provided needed information for:
 - payment of quarterly taxes, delivery of annual W9s to all staff and 1099 for subcontractors.
 - monthly bank reconciliations and quarterly board financial reports.
 - handling complex reconciliations and journal entries.

Manage HR operations (20%)

- Attend bi-monthly board HR committee meetings and quarterly board meetings to review quarterly financials.
- Provide clerical human resources support primarily related to staff onboarding and off boarding and benefits administration.
- Maintain and implement the organization's financial, personnel and vehicle policies.
- Maintain OCNRCD VLCT insurance policy.

Provide operational and administrative tasks and clerical office assistance to staff. (15%)

- Bi-weekly meetings with the Executive Director
- Monthly Staff meeting
- Following Orleans County NRCDC policies and procedures to complete needed tasks to improve internal business functions of the overall business operation.

- Maintain supplies for the office in consultation with the Executive Director by following procurement procedures as set forth by the District Internal Controls policy.
- Oversee the district business accounts, equipment catalog and vehicle mileage tracking & maintenance requirements.
- As needed, provide day to day support for delivery of District Programs, such as, clean water project management administration needs, the annual tree sale, and project tours and other public events, etc.

Skills Needed for Success

- Detail orientated, highly organized and able to prioritize multiple complex responsibilities while maintaining composure, focus, and professionalism under pressure with an ability to maintain high productivity with little to no downtime.
- Ability to maintain and keep records of some complexity and prepare important reports and tabulations from these records.
- Ability to work independently and unsupervised.
- Skilled in online technology & tools like the use of Google Drive, QuickBooks online and Trello (or similar) grant management software.
- Experience with mission driven grant funded organizations, working on grant funded programs & grant management success is a plus.
- Strong leadership skills with the ability to motivate and guide others effectively.
- Excellent analytical and problem-solving abilities.
- Ability to make decisions in the light of established precedents, district policies and to show resourcefulness in meeting new problems.
- Demonstrate good judgment, tact, diplomacy, and ability to guard confidentiality.
- Able to understand and follow oral and written instructions.
- Maintains professionalism through appearance and conduct presenting the best image on behalf of self and district.
- Exceptional interpersonal skills are required as well as the ability to work and communicate with a wide variety of multi-stakeholders and working within a team.
- Possess an interest and passion for OCNRCDC's mission.

Helpful Skills but Not Required

- Experience in the environmental conservation field.
- Experience working with and or knowledge of state and federal conservation programs.
- Knowledge of Conservation Districts.

Physical Demands

Work will be office based administrative OCNRCDC duties with some opportunities to join staff in the field. While in the office the employee frequently is required to sit or stand at a workstation typing and reading from a computer screen for an entire workday. While working the employee will be required to walk, stand and reach with hands and arms. The employee is occasionally required to climb or balance, and kneel, or crouch.

You will have an assigned desk and computer at the OCNRCDC office.

To Apply Please e-mail sarah.damsell@orleanscountynrcd.org a cover letter and resume (PDF or Word format) with "Business Operations Manager Position" in the subject line. **The requested date to submit is Monday June 22nd 2026**, the position will be open until filled.
