

The Jacob Sheep Breeders Association (JSBA) seeks from its membership a volunteer to fill the position of business office manager, the position currently held by Shannon Phifer of Kenleigh Jacobs in Oregon. After a decade of service as JSBA business manager Shannon requested to be replaced by a new volunteer. The JSBA board of directors has transferred to other volunteer positions some tasks that Shannon performed, leaving the business manager position as our organization's financial officer. The business manager also will maintain a file of current JSBA policies and procedures to address questions that arise and to contribute to our organization's institutional memory.

If you are enthusiastic in your support of Jacob sheep and JSBA, are available to provide volunteer assistance in an important position within JSBA, and possess the organizational skills to perform the duties of JSBA business manager, you are urged and encouraged to contact your JSBA regional director (contact information can be found on the inside cover of your JSBA Newsletter and on the JSBA website under the current officers and positions link) or your JSBA president (gbanderson@ucdavis.edu). The position is available immediately, but a period of transition is expected as the new business manager becomes familiar with and comfortable in the position.

The position description for the JSBA business manager is available below:

Work closely with registrar to collect fees submitted with applications for registration and transfer of ownership of Jacob sheep. Manage payments received via PayPal.

Communicate with the registrar regarding payments received from the membership; inform JSBA volunteers (for example, webmaster for payment of website ads), as appropriate.

Maintain financial records for the organization

Bank deposits

Bill payments

Ledger of income and expenses

Quarterly financial statements

Maintain checking and saving deposits

Reconcile monthly bank statements to income/expense ledger

Reconcile periodic financial reports from the registrar against registrations, transfers, and membership dues payments

Assist with providing required documents for financial audit

Invoice members for web and newsletter advertising

Work with board treasurer to create and oversee JSBA annual budget, and provide current reports to the board of directors for use during its quarterly meetings.

Respond to questions from the board of directors and membership regarding financial matters.

Corporate filings

Make required filings for JSBA Inc., as appropriate.

Files

Communicate with the registrar and other JSBA volunteers as needed to complete tasks.

Maintain current and past financial records and bank statements.

Maintain a file of approved JSBA policies and procedures.

Respond to queries regarding Jacob sheep and JSBA that come into the business office, coordinating responses and communicating with the membership secretary and/or the new member liaison.

The JSBA business manager is a volunteer position within the organization.