



"Dedicated to Progressive Agriculture"

2242 Westgate Drive, Bloomington, Illinois 61705 (309) 663-6497 fax (309) 402-4340 www.mcfb.org

Job Title: Business Administrator

As **Business Administrator** for McLean County Farm Bureau® you will oversee the business operations and office functions of our not-for-profit and its affiliated organizations of McLean County Fair and McLean County Farm Bureau Foundation.

Reports to: McLean County Farm Bureau Manager

Key Responsibilities – How does the Business Administrator make an impact?

- Manages office supply budget and contracts for office equipment as well as contracts for outside vendors for janitorial and landscaping services
- Oversees Human Resources functions for the McLean County Farm Bureau and affiliated organizations' regular employees
- Coordinates Commercial Exhibitors for the annual county fair
- Facilitates accounting activities during the annual county fair including supervision of cashiers
- Prepares accounts payable and receivables
- Prepare financial reports for monthly and annual board meetings.
- Completes and submits local, state, and federal reports to maintain legal business documents.
- Oversees our county's membership recordkeeping, dues processing and dues renewal processes, as well as assisting members.
- Leads office operations

Do you have what we're looking for?

- Minimum of an Associate's degree and two years office experience, Bachelor's degree preferred
- Strong written and verbal communication skills, organizational skills, attention to detail and ability to work with deadlines
- Supervisory experience beneficial
- Computer proficiency, with working knowledge of Microsoft Word, Excel and Outlook
- Experience with QuickBooks accounting software beneficial
- Knowledge of financial management and accounting practices
- Prior experience with HR-related duties preferred
- May be expected to lift objects up to 50 pounds
- Occasional work in outside settings, including the McLean County Fair
- Access to reliable transportation
- This position is a full-time, in-office position in Bloomington, Ill.
- Primary work hours are regular business hours, but work may occasionally extend before or after normal business hours for meetings and events, particularly during the McLean County Fair.

Why work with us?

McLean County Farm Bureau® is a not-for-profit membership organization that advocates for agriculture, as well as providing education and information to help farmers and farmland owners. Our legacy of leadership stretches more than 100 years and your efforts will help make a difference for agriculture, farm families and our rural communities. You will be joining our small office of dedicated team members who facilitate programs and operations for the McLean County Farm Bureau as well as our Foundation and the McLean County Fair.

A competitive salary will be provided with access to our benefits package: medical, dental, vision, disability, and life insurance; 401(k) with company match; parental leave; paid time off; paid company holidays; and paid mileage for business travel.

McLean County Farm Bureau is committed to providing equal opportunity in all areas of employment, and in providing employees with a work environment free of discrimination and harassment. Employment decisions are made without regard to race, color, religion, age, gender, sexual orientation, veteran status, national origin, disability, or any other status protected by applicable laws or regulations.

This description has been prepared to assist in evaluating duties, responsibilities, and skills of this position. It is not intended as a complete list of specific duties, nor is it intended to limit responsibilities to those listed. It is understood that duties and responsibilities may be modified or additional duties assigned.

Annual starting salary range: \$65,000-72,000

To Apply: Please submit cover letter, resume, and 3 professional references to anna@mcfb.org by February 7, 2025.