



Business Manager

Full Time: 32-40 Hours/Week, with potential overtime

Brewery & Position Overview

Bemidji Brewing is a taproom and production brewery located in the great northwoods of Minnesota. Having expanded to a 15bbl brewhouse in 2016, Bemidji Brewing is on track to produce over 4500bbls of beer in 2025. The Business Manager for Bemidji Brewing is the leader of Bemidji Brewing business operations, as well as an integral part of the day to day management team of the Company. The ideal candidate for this position is an effective leader, proactive problem solver, operates strategically, clear communicator, displays a positive attitude, is detail oriented, and is a self starter.

This position reports to the Board of Directors, and works as part of the Bemidji Brewing leadership team with the Sales Manager and Production Manager. This position does not directly oversee any staff members, but works in conjunction with the leadership team to oversee human resource responsibilities.

Primary Responsibilities

Leadership & Management:

- Serve and Lead with Company Triumvirate (Sales Manager & Production Manager)
- Connect day-to-day operations with Company vision and core values
- Act as company integrator, aligning departments and ensuring cohesive execution
- Provide strategic input on professional partnerships and capital investments
- Keep Bemidji Brewing connected to local/regional beer-industry and business leaders
- Collaborate with Sales Manager and Production Manager to tackle issues as they arise

Financial Management:

- Maintain accurate Company financial documents and records
- Routine cashflow management
- Oversee and manage the overall Company budget
- Hold all departments accountable to their respective budgets
- Perform basic bookkeeping duties, including: payroll prep, accounts payable, accounts receivable, monthly close-outs, and Chart of Accounts maintenance.
- Ensure Company solvency
- Work with Leadership Team to identify proper investments with a focus on ROI

Human Resources:

- Develop, evolve and uphold Company policies in alignment with legal and ethical standards, as well as Company Core Values
- Ensure HR compliance
- Work with Leadership Team to fulfill the Company Organizational Chart
- Ensure Company's annual HR Calendar is executed

IT & Operational Systems:

- Ensure IT Systems and software are functional and meet Company operational needs

- Maintain and troubleshoot company technology infrastructure
- Maintain and update Company digital and physical filing systems, hierarchies, and SOPs to stay on track with technology advances and best practices.

Compliance & Regulatory:

- Maintain compliance with all required insurance policies, licensing and bonds
- Oversee submission of all Federal, State, and Local reports and payments

Other

- Ensure operational SOPs are consistently observed and upheld across departments
- Participate with annual Committees and special projects
- Other duties as assigned across all responsibilities

Preferred Qualifications:

- At least 3 years experience in a leadership role
- Experience in financial management and forecasting
- Showcase a positive attitude, able to adapt swiftly to continually evolving environment
- Highly competitive, detail oriented, outgoing and self motivated
- Proficient in Google Workspace
- Experience with Quickbooks Online, Square POS, inventory management software

Basic Qualifications:

- At least 21 years old with a passion for beer
- Able to work in a team setting and independently
- Able to adapt and be flexible with unexpected changes
- Available to work non-standard hours as needed
- Valid Driver's License
- Clean driving record; responsible and safe driving skills

Opportunities & Perks

- Retirement account & Company match
- PTO, Holiday, Sick and Bereavement Time
- Educational opportunities
- Uniform stipend
- Company cell phone
- Beer allotment