



JOB DESCRIPTION

JOB TITLE: Business Manager
REPORTS TO: Executive Director
JOB SUMMARY: Responsible for supervising and/or carrying out all office management, accounting, and bookkeeping functions. Serves as the Network's Financial Clerk and purchasing agent. The Business Manager contributes to a positive work environment and to effective communications with members, partners, and staff.

Job Duties and Responsibilities:

1. Administers and/or supervises all budgeting, bookkeeping and accounting activities of the Network and its subsidiaries, including annual budgets, accounts receivable, accounts payable, payroll, general ledger, and cash requirements for all programs and funds.
2. Files all necessary reports to state and federal authorities, including SED annual financial report, annual statistical summary, NYS Dept of Taxation and Finance forms, IRS Forms, retirement plan records, and state and federal grant reports.
3. Manages the organization's physical infrastructure, physical plant and maintenance (phone system, security, cleaning, supplies, room reservations, etc.)
4. Prepares and finalizes all monthly and annual consolidated financial reports, and other reports as requested, for Executive Director and presentation to the Board.
5. Serves as the organizational resource on human resource (HR) policies and procedures.
6. Administers all aspects of the Network's benefits package and maintains employee attendance records and other personnel information. Provides required retirement plan notices and disclosures to participants.
7. Organizes Board meetings and takes meeting minutes.
8. Coordinates all audit activities.
9. Maintains Network files in accordance with record retention policy.
10. Prepares correspondence, reports, grants, and other materials.
11. Supervises office staff.
12. Performs other duties as assigned.

Minimum Qualifications:

1. Bachelor's degree, with substantial bookkeeping and general business management experience, OR
2. 2-year associate degree in accounting and 3 years of experience in accounting environment.

Not-for-profit experience a plus.

Job Requirements:

1. Good working knowledge of bookkeeping practices and procedures, business English and office management.
1. Proficiency in the use of electronic spreadsheets, automated accounting systems, and procurement procedures.
2. Management experience.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to perform the essential functions of the job successfully.

1. While performing the duties of this job, the employee is regularly required to move about the building.
2. The employee will also need to remain in a stationary position for long periods of time.
3. The employee is required to communicate with staff and members frequently. They must be able to exchange information in these situations.

Status: Exempt

Schedule: Permanent Part-Time, 8am-1pm M-F (25 hours/week)

Last update: February 17, 2023