

Job Title: **Business Manager - Part Time 30 hours**

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**Position Summary:**

Administrative responsibilities in the areas of accounting, purchasing, technology, fundraising. Ensures all business procedures are followed.

**Essential Functions:**

1. Manages accounts receivable. Ensures deposits of all cash.
2. Enters accounts payable.
3. Reviews the daily cash reconciliation. Reviews and follow ups on returned checks and bank drafts.
4. Coordinates month-end closing and reviews the financial statements. Assists staff in annual budget development.
5. Reviews payroll related transactions for accuracy and completeness. Assist new employees with on-boarding processes.
6. Maintain database and records for vendors, customers, donors, and staff.
7. Assists staff and serves as the point person for software, phone system, and business questions.
8. Manages system backups.
9. Oversees office functions such as petty cash, office equipment and supplies, etc.
10. Manages purchasing of supplies and equipment, and maintenance agreements.
11. Coordinates and supports assigned aspects of the annual support campaign, and special fundraising events such as the annual recognition dinner, golf outing, wine tasting, and Christmas tree sales.
12. Maintain board materials such as rosters, committee lists, archive, etc.
13. Recruits, trains, and supervises any volunteers.
14. Provide occasional administrative support to the executive director.

**Qualifications:**

1. Bachelor's degree in related field or equivalent preferred.
2. Two years or more years related business management or office management experience preferred.
3. Experience with basic accounting concepts and applications including cash reconciliation, accounts receivable, and accounts payable.
4. Proficient in Quick Books, MS Word and Excel.

**Hours:** Monday – Friday, 10:30-4:30 with a one hour lunch (unpaid)

**Benefits:**

Paid Time Off: 96 hours in the first year

Retirement Plan Eligibility: 21 years of age or older and completed two years of YMCA service working at least 1,000 hours each year. YMCA currently contributes 12% of the eligible employee's pay to their retirement account.

403B: This account allows you to save money on a pre-tax basis through payroll deduction.

No insurance benefits.