



JOB DESCRIPTION

Position: Business Manager

Reports to: Executive Director

Primary Responsibilities: Oversees all aspects of financial management within YWCA Carlisle and works with Executive Director to administer personnel functions.

Financial Management Duties

1. Prepares and analyzes financial statements for monthly Finance Committee and Board meetings. Serves on Finance Committee and leads members through prepared reports and statements. Records minutes and prepares documentation for Finance Committee and Executive Director.
2. Processes month-end journal entries to include payroll allocation and program support allocation.
3. Responsible for all balance sheet accounts
 - a. Accurately records deferred income and accounts receivable as information becomes available throughout the month.
 - b. Reconciles monthly bank statements.
 - c. Makes monthly journal entries of prepaid and trust accounts.
4. Prepares customer/grantor invoices monthly or quarterly as required.
5. Manages cash flow including bank deposits as needed and processes accounts payable weekly.
6. Works with Executive Director and Program Directors to prepare annual agency budget, individual program budgets, and fund development budgets. Assists program managers in monitoring their budgets.
 - a. As part of the annual budget process, updates and monitors YWCA compensation policy for salary ranges for review by Executive Committee, Finance Committee, and Executive Director.
7. Prepares monthly, quarterly, and semi-annual budget reports for grantors as needed and attends budgeting presentations for grantors as needed.

8. Prepares IRS form 1099 for subcontractors as required annually.
9. Responsible for working with CPA firm on annual audit. Schedules all activities and interactions with auditors. Implements audit recommendations as needed.
10. Distributes and analyzes time studies for key YWCA staff to determine correct payroll allocations.
11. Meets routinely with Executive Director and Fund Development Director to discuss current financial position and monitor event income.
12. Prepares new or updated current policies in YWCA Financial Management Policy Manual.

Personnel Management Duties

1. Manages the recruitment activity for existing job openings in accordance with current policy.
2. Assists with interview of new hires as needed.
3. Prepares offer letters and new hire packets for new employees. Leads new hires through agency's orientation paperwork and trainings.
 - a. Completes and files I-9 forms for new hires.
4. Responsible for all aspects of payroll and payroll taxes through a third-party payroll company, including direct deposit and payroll deductions.
5. Acts as employee benefits administrator – enrolls and terminates employees in various insurance and retirement programs as needed and assists active employees. Secures annual quotes for health insurance and conducts the selection process.
6. Maintains employee personnel files and leave records.
7. Provides appropriate responses to employment and wage verifications.
8. Responsible for workers' compensation administration. Works with insurance company annually as they conduct audits and to update employee wage information. Assists employees with claims as needed.
9. Develops and/or updates personnel policies as needed in collaboration with finance committee.

Office Duties

1. Contacts property and liability insurance company to provide updates or to report claims.
2. Responsible for maintaining a capital equipment replacement plan and making recommendations on monies to dedicate to that fund.
3. Other duties as assigned to include participation in staff meetings and Association events as required.

QUALIFICATIONS

- Bachelor's degree in Accounting, Business or Finance
- Demonstrated experience in financial and business management
- Computer proficiency in Microsoft Office suite and Quickbooks for Non-profits
- Good verbal and written communication skills
- Previous experience with grant budgeting and reporting a plus
- Human relations/personnel experience a plus
- Commitment to YWCA mission.

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