

New Horizons Shelter and Outreach Centers

Position Title: Business Manager

Reports to: Executive Director

Date of Review: September 2022

Summary: The Business Manager is responsible for providing financial transactions on behalf of the organization and administrative support as directed.

Hours: This position is parttime hourly with a flexible work schedule. Occasional need to work day, evening or weekend hours to accommodate organizational needs may occur. Travel may be required.

Qualifications:

- High school diploma or equivalent required
- A minimum of 3-5 years of experience with accounts receivable, payroll and human resources is required
- Embracement of the mission of New Horizons
- Experience with non-profit work is preferred
- Experience with grant work is preferred
- Strong writing and verbal skills required
- Extreme tact and discretion required
- Ability to manage multiple projects simultaneously required
- Excellent computer skills including knowledge of Microsoft Office required
- Knowledge of domestic abuse, sexual violence and human trafficking preferred

Competencies:

- Respectfulness and relationship building – builds constructive working relationships characterized by a high level of acceptance, cooperation, and mutual respect
- Team focused and collaborative – promotes cooperation and commitment within a team to achieve goals and objectives
- Self-accountability and work standards – sets high standards of performance for self and assumes responsibility and accountability for successfully completing assignments or tasks
- Stress tolerance – maintains composure in highly stressful or adverse situations
- Conflict management – helps others to effectively resolve complex or sensitive disagreements or conflicts
- Valuing diversity – helps to create an environment that embraces and appreciates diversity
- Confidentiality, integrity, ethics, and trust – maintains confidentiality and earns others' trust and respect through consistent honesty and professionalism in all interactions

Principal Duties and Responsibilities:

COMMUNICATION EXCELLENCE

- Models and empowers all to use effective communications
- Provides the director of programing & personnel and the executive director with monthly reports on grant expenditures and/or as requested
- Acts as liaison for team members and office machine vendors including but not limited to computers, copy machines, phones, and security systems
- Communicates important information to the team and disseminates along appropriate communication lines. If necessary and appropriate, will communicate to all staff at once
- Provides the board of directors with financial information as requested

LEADERSHIP

- Maintains a working environment/climate that attracts, keeps, and motivates a diverse staff of top-quality people
- Engages in and models supportive, healthy relationships through setting boundaries and demonstrations of respect with donors, clients, and co-workers
- Attends meetings as directed
- Promptly addresses difficulties or problems that arise per agency protocol

COMMUNITY PUBLIC RELATIONS, COLLABORATION, AND EDUCATION

- Establishes sound and collaborative relationships with community groups, service providers, and vendors
- Is present at functions that promote our organization and access to our services and programs

ADMINISTRATION

- Orders and maintains general office supplies for all locations
- Makes conference registrations and travel arrangements for all employees
- Coordinates authorized purchase requests and orders in correlation with organizational and grant budgets
- Files, maintains, and organizes paper and electronic documents including but not limited to expenditure reports and vendor invoices and ensures appropriate storage for future reference
- Ensures that official records and documents are maintained as appropriate
- Submits initial and/or change in tax forms and direct deposit information to the agency's accountant
- Prepares payroll time sheet reports for submission on a timely basis to the agency's accountant
- Maintains log of accrued and used Personal Leave Time for appropriate personnel
- Maintains and updates payroll segmentation by grant for each employee and updates agency's accountant of changes
- Other duties as assigned by the executive director

FINACIAL TRANSACTIONS

- Ensures that financial records are maintained in compliance with organizational policies and procedures as well as individual grant requirements
- Understands and makes certain what spending is allowable and not allowable for each grant/donation and in what sequence and percentages to bill each
- Maintains accounts receivable records based on grant billing and receipts
- Works with external accounting firm regarding the effective payment of bills, payroll, and data entry for financial statements
- Prepares and sends grant financial reports to the appropriate funder prior to their due date
- Foresees and submits budget modifications to grantors and/or agency's accounting firm
- Develops and maintains grant financial databases by updating expenditures per grant on a weekly basis
- Prepares vendor invoices for approval and submits to the agency's accountant in a timely fashion for payment
- Prepares additional monthly reporting items as requested by agency accountant for financial statement preparation
- Creates bank deposit slips and maintains detailed deposit report
- Provides auditor with internal reports and information necessary to complete year end audit and tax filing
- Maintains and understands restricted donor asset balances
- Other duties as assigned by the executive director

Other Responsibilities and Requirements:

- Adheres to agency policies and work rules, including strict adherence to New Horizons confidentiality policies
- Has reliable transportation, a valid driver's license, and vehicle insurance
- Is committed to professional development attending trainings related to the position as well as domestic / sexual violence
- Trains and supervises volunteers as appropriate
- Maintains a clean, organized, and comfortable environment within the organization
- Performs other duties as assigned by supervisor

Working Conditions:

- Work is normally performed in an office and/or residential setting but is not limited to the organization
- Constant interpersonal interactions
- Frequent changes in duties, tasks, and circumstances

Acknowledgement:

This description describes the general nature and skills required of this position. The "Principal Duties and Responsibilities" describe the functions considered necessary in the position. The description does not state or imply that these are the only duties and responsibilities assigned to the Business Manager position.

Employees may be required to perform other duties of the organization requested or assigned by the Executive Director. All requirements are subject to the change at the discretion of the Executive Director.

The working conditions listed are intended to indicate the kinds of tasks and levels of work difficulty required of the Business Manager and shall not be interpreted as declaring what the specific duties and responsibilities shall be. It is not intended to limit or in any way modify the right of the supervisor to assign, direct and control the work of employees under supervision. The use of specific terms or examples of functions shall not be interpreted as excluding other duties not mentioned that are comparable in level of difficulty.

I have read and understand the Business Manager position description. I have reviewed the duties, responsibilities and working conditions of this position. I understand that this document does not create an employment contract between me and New Horizons Shelter and Outreach Centers. I also understand that I may at any time terminate my employment relationship with New Horizons Shelter and Outreach Centers and I equally understand the New Horizons Shelter and Outreach Centers is an at will employer.

Employee Signature (Printed name)

Date

Supervisor's Signature

Date