

*Business Manager*

**Job Title:** Business Manager

**Reports To:** President and CEO

**Summary:** Directs the organization's financial planning and accounting practices as well as its relationship with key business partners and vendors such as HR and payroll services, technology support, accounting and business insurance. Directs the organization's human resources needs.

**Essential Duties and Responsibilities** include the following. Other duties may be assigned.

- Oversees and directs treasury, budgeting, audit, tax, accounting, purchasing, real estate, long range forecasting, and insurance activities for the organization.
- Issues by-weekly reports to CEO on company financial status.
- Directs and coordinates the establishment of budget programs.
- Prepares annual reports on revenue, expenses, profitability and a current balance sheet.
- Analyzes operational issues impacting functional groups and the whole institution, and determines their financial impact.
- Evaluates and recommends business partnering opportunities.
- Establishes and maintains contacts with business partners, including but not limited to HR and payroll services, technology support, accounting, business insurances and graphic design.
- Directs bi-monthly payroll, benefits, accounts payable and accounts receivable activities.
- Generates invoices in cooperation with project managers.
- Manages the organization's hiring activities through job postings, orientation, employment eligibility verification, and introduction to benefits.
- Works with the President and CEO to develop business and HR policies and oversees implementation of all policies.
- Maintains the security of files and materials related to financial, human resources and other organizational history.

**Competency:** To perform the job successfully, an individual should demonstrate the following competencies:

- Analytical - Synthesizes complex or diverse information.
- Project Management - Manages long-term business projects alone and in team environments.

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- Oral Communication - Speaks clearly and persuasively in positive or negative situations; Demonstrates group presentation skills.
- Team Work - Able to build morale and group commitments to goals and objectives; Supports everyone's efforts to succeed.
- Written Communication - Writes clearly and informatively; Presents numerical data effectively.
- Change Management - Develops workable implementation plans; Builds commitment and overcomes resistance.
- Leadership - Effectively influences actions and opinions of others.
- Quality Management - Demonstrates accuracy and thoroughness.
- Business Acumen - Understands business implications of decisions; Aligns work with strategic goals.
- Cost Consciousness - Develops and implements cost saving measures; Contributes to profits and revenue.
- Ethics - Works with integrity and ethically; Upholds organizational values.
- Organizational Support - Supports organization's goals and values.
- Strategic Thinking - Develops strategies to achieve organizational goals.
- Judgment - Exhibits sound and accurate judgment; Supports and explains reasoning for decisions.

**Qualifications:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Education/Experience:**

Bachelor's degree plus at least two years of related experience, or four to ten years related experience and/or training; or equivalent combination of education and experience.

**Language Ability:**

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

**Math Ability:**

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Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry. Ability to apply financial ratios and calculation in order to make assessments and projections.

**Reasoning Ability:**

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

**Computer Skills:**

To perform this job successfully, an individual should have knowledge of Word Processing software; Spreadsheet software and Accounting software.

**Certificates and Licenses:**

No certifications needed

**Supervisory Responsibilities:**

May supervise short-term summer interns, primarily through instruction and enforcement of office policies and procedures

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision, and ability to adjust focus. While performing the duties of this job, the employee is regularly required to sit; reach with hands and arms and talk or hear. The employee is frequently required to use hands to finger, handle, or feel. The employee is occasionally required to stand and walk.

**Acknowledgment:**

The above job description is not intended to be an all-inclusive list of duties and standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as assigned by their supervisor.

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ACKNOWLEDGED: Employee

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Date