

POSITION TITLE

Business Manager

POSITION SUMMARY

This position supports the work of the Y, a leading nonprofit charitable organization committed to strengthening community through youth development, healthy living and social responsibility. Under the guidance of the Executive Director, the Business Manager will act as liaison to Y Shared Services Finance Department and the Executive Director regarding financial transactions and ensure that all business procedures are followed for the organization.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The Business Manager is expected to fulfill the following functions:

1. Recruits, trains, and supervises assigned staff and volunteers. May assist new staff with onboarding processes.
2. Manages accounts receivable, ensures daily deposits of all cash and reviews the daily cash reconciliation.
3. Supervises assigned staff and serves as the point person for software and business questions.
4. Oversees office functions such as petty cash, office equipment and supplies, etc.
5. Cross trained on payroll process.
6. Gather relevant, valid data to make appropriate decisions.
7. Assists in annual budget development.
8. Organize the annual Give Your Heart to a Child Campaign and serve as a liaison for campaigner questions.
9. Development of Corporate Memberships
10. Coordinates effort to train and launch on new membership software.

In addition to the essential duties and responsibilities, the Business Manager will:

- Review performance reviews of non-exempt direct reports.
- Assist in fund-raising activities, special events and participate in the annual campaign.
- Pursue/participate in ongoing training and attend weekly staff meetings.

WORK ENVIRONMENT AND PHYSICAL DEMANDS

- Ability to spend continuous hours in front of a computer.
- Ability to perform all physical aspects of the position, including walking, standing, bending, reaching, and lifting.
- Ability to work in a fast-paced environment and switch tasks as new challenges and projects emerge

QUALIFICATIONS

1. At least 21 years of age.
2. Alarm/Emergency Procedures training within 90 days of hire and annually thereafter.
3. CPR, First Aid and Child Abuse Prevention training within 90 days of hire and biannually thereafter.
4. New Employee Orientation within 90 days of hire.
5. Highly organized and self-driven.
6. Bachelor's degree from four-year college or have experience in a related field.
7. Basic computer and mathematical skills for financial management.
8. Ability to relate effectively to diverse groups of people from all social and economic segments of the community.
9. Ability to solve practical problems and work through situations of varying gravity.
10. Knowledge of and expertise with computerized accounting systems and standard business software.

WAGE AND HOUR INFORMATION

This position will be exempt at an annual rate of \$50,000 - \$60,000, depending on experience.

HOW TO APPLY

Please visit <https://sheridanymca.org/work-at-the-y/> to download and complete our application. Applications can be submitted in person to 417 N Jefferson Street; or by emailing them to apply@sheridanymca.org.