

## **Business Manager**

**Position Summary:** We are seeking a passionate individual to help manage functions associated with human resources, finance, procurement/purchasing, vendor coordination and other operational functions for the agency. The ideal candidate will have strong organizational skills, be able to handle sensitive information, be independently motivated, and proficient with time management. The candidate must be comfortable working independently and as part of a team, have a strong sense of professionalism and the ability to multitask.

### **Highlighted Duties and Responsibilities:**

- Coordinate Human Resources functions, i.e. employee files, recruitment and onboarding.
- Coordinate Finance operations, including management of financial files, payroll, vendor invoices, in kind donation tracking and financial reporting.
- Manage weekly bank deposits.
- Assist with preparation and assure compliance with grant/contract invoices and reports.
- Oversee procurement, purchasing and inventory functions for agency.
- Coordinate and assist with phone coverage and other daily operational functions.
- Coordinate facility vendor services, such as pest control, cleaning, and A/C services.
- Assist with social media and website management as needed.
- Other duties as assigned.

### **Qualifications**

- 2 years of experience office management and/or administration, or finance.
- Bachelor's degree in related field preferred.
- Proficient with MSOffice, particularly Word, Excel and Outlook.
- Knowledge of office procedures and administration.
- Strong social media, web and Internet skills preferred.
- Highly organized with exceptional time management skills.

### **Additional Skills and Requirements:**

- Ability to think critically and utilize good judgement.
- Strong communication skills, including verbal and written.
- Strong attention to detail and ability to prioritize individual and agency needs.
- Ability to multitask and work in a fast-paced environment.
- Highly organized with the ability to work with minimal supervision.
- Infrequent lifting of materials of up to 50 pounds may be necessary.
- All potential candidates must clear a background check (including credit) and drug test.

### **Disclaimer**

**The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.**

