

MANO A MANO FAMILY RESOURCE CENTER
Job Opportunity

Job Title: Business Manager

Reports to: Executive Director

Employment Status: Part-Time, up to 30 hours a week

Salary: Negotiable depending on experience.

FLSA Status: Non-Exempt

Mano a Mano Family Resource Center, a nonprofit organization located in Round Lake Park, Illinois, whose mission is to empower immigrant and underserved families of Lake County to become full participants in American life, seeks a part time Business Manager.

SUMMARY:

The Business Manager works with the Executive Director on strategic and tactical matters as they relate to budget management, cost benefit analysis and forecasting needs. The Business Manager is responsible for providing the support required for the smooth operation of the internal administrative matters of the organization, including personnel files, office equipment, facilities, and necessary support services to the Executive Director and other staff members.

ESSENTIAL DUTIES AND RESPONSIBILITIES: Include the following; other duties may be assigned.

Financial Responsibilities

- Ensure adequate controls are installed and that substantiating documentation is approved and available so that all expenses may pass independent and governmental audits.
- Work with the Leadership team (Executive Director, Programs Director and Grants Manager) to ensure programmatic success through cost analysis support, and compliance with all contractual and programmatic requirements. This includes: 1) interpreting legislative and programmatic rules and regulations to ensure compliance with all federal, state, local and contractual guidelines, 2) ensuring that all government regulations and requirements are disseminated to appropriate personnel, and 3) monitoring compliance.
- Oversee the management and coordination of all fiscal reporting activities for the organization including: organizational revenue/expense and balance sheet reports, reports to funding agencies, development and monitoring of organizational and contract/grant budgets.
- Develop and maintain systems of internal controls to safeguard financial assets of the organization and oversee federal awards and programs. Oversee the coordination and activities of independent auditors ensuring eventual audit issues are resolved and the preparation of the annual financial statements is in accordance with U.S. GAAP and federal, state and other required supplementary schedules and information.
- Monitor banking activities of the organization.
- Oversee the production of monthly reports including reconciliations with funders as well as financial statements and cash flow projections for use by Leadership team, as well as the Audit/Finance Committee and Board of Directors.
- Oversee Accounts Payable and Accounts Receivable.
- Oversee business insurance plans and health care coverage analysis. Investigate cost-effective benefit plans and other fringe benefits which the organization may offer employees and potential employees with the goal of attracting and retaining qualified individuals. Oversee the maintenance of the inventory of all fixed assets, including assets purchased with government funds (computers, etc.) assuring all are in accordance with federal regulations.
- Maintain petty cash account; Collect cash from receptionists and oversee cash controls

Other Responsibilities

- Directly supervise clerical, janitorial personnel and childcare providers.
- Maintain all organization's equipment in good working condition. Act as a liaison for vendor representatives.
- Conduct all purchasing for the organization. Analyze and research the most cost effective ways to procure equipment and maintenance service. Maintain and control the organization's inventory.
- Oversee the facility and monitor its physical appropriateness.
- Maintain the organization's data systems which include records in Microsoft Access, Excel, Word and Fundraising Software.
- Maintain and update web site and other social media outlets.
- In collaboration with the Executive Director, create, maintain, and oversee appropriate organizational policies and procedures.
- Maintain the employee manual to keep it current with local, state, and federal regulations.
- Ensure that the agency emergency plan is current and work with staff to implement it. Work with all levels of management to insure the proper procedures are used to carry out the policies established by the Executive Director and the Board of Directors.
- Process employee's flex time and request for time off. Maintain all personnel records, time keeping, vacation, sick-leave, and leave of absence records for each employee.
- Conduct all payroll processes.
- Trouble shoots administrative issues

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily, must be fluent in English and Spanish, must demonstrate excellent people and communications skills, must be a team player, self-starter, and computer literate.

This is a professional position and requires a Bachelor's Degree in Accounting, Finance or Business/Nonprofit Management (or an equivalent combination of the above). Experience in nonprofit financial and business management a plus. Experience in fundraising and web editing software is desirable.

SKILLS:

- Experience working with QuickBooks.
- Knowledge of personnel and accounting principles.
- Management and leadership skills with the ability to use judgment and discretion in dealing with personnel issues.
- Ability to attend seminars and off-site training sessions.
- Sensibility towards immigrant's needs and demonstrated ability to work with clients, volunteers, staff and board members.

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. While performing the duties of this job, the employee is regularly required to operate normal office equipment and use a computer for extended periods of time.

To apply please submit cover letter that includes salary expectation, resume, and three professional references before **November 30, 2012 at 5pm** to:

Carolina Duque
Executive Director
cduque@manoamanofamilyresourcecenter.org

No phone calls.

Mano a Mano Family Resource Center is an EEO employer who provides employment opportunities either salaried or volunteered regardless of sex, race, religion, national origin, age or disability.

Mano a Mano Family Resource Center also provides services to all the Greater Community of Round Lake regardless of race, sex, age, national origin, religion or disability.

Mano a Mano Family Resource Center has an affirmative policy to maintain a work place free of sexual harassment and intimidation.