

Partnership for Youth – Job Posting

Business Manager

Job Title: Business Manager

Reports to: Executive Director

Type: 20-30 hours / part- time / Non-Exempt, Hourly Position

Salary: Commensurate with Experience

Position Summary

The Business Manager is responsible for support and handling functions that help the front office work well. The Business Manager will oversee the day-to-day operations to support growth and ensure smooth progress. The job includes expense control, accounting, budget prep, corporate reporting, human resources and insurance. The Business Manager in collaboration with department managers and directors will analyze PFY's processes and procedures and work to improve quality, productivity and efficiency, always with the goal of delivering with excellence and expanding our impact.

Responsibilities and Duties

ACCOUNTING

- Follow procedures established by Board for checks and balances
- Maintain chart of accounts
- Create Annual reports for Executive Director and Board to review and approval
- Manage all bank accounts, credit cards and petty cash
- Record and track all capital purchases and improvements
- Complete day-to-day bookkeeping tasks; processing deposits, payables, and invoicing

PAYROLL

- Monitor actual staff hours against budgeted hours
- Approve and submit employee timesheets to Executive Director for payroll

ADMINISTRATIVE and PROCEDURES

- Maintain and follow all back-office procedures
- Develop new procedures as needed
 - Review with Executive Director and Board (when necessary)
- Establish recurring tasks and execute as needed
- Ensure staff are following all procedures
- Provide all needed reports to Executive Director for Board meetings
- Ensure all employees are trained on systems and have access rights

BUDGET

- Work with Executive Director to prepare annual budget
- Work with department managers and directors to develop department budgets
- Provide budget actuals and projections to Executive Director
- Monitor overall budget and cash flow

CORPORATE REPORTING

- Ensure all government reporting is completed on time
- Ensure government reports are posted for staff
- Work with CPA firm on reviews or audits providing all financial reports needed

INSURANCE

- Review policies on a yearly basis and confirm appropriate coverage
- Monitor payments and expenses
- Process any workman's comp, property liability or loss claims

HUMAN RESOURCES

- Create and maintain employee files
- Manage new employee and exiting employee paperwork
- Keep handbook updated
- Keep track of employee raises, anniversary and qualifying dates

This is not an all-inclusive list; additional duties and responsibilities may be added or changed as directed by the Executive Director.

TRAVEL: The Business Manager will have no required travel.

HOURS: Core hours for this position will fall within the hours of 8:00 a.m. to 5:00 p.m. Monday through Friday. During the event season hours may fluctuate based on the needs of the event.

QUALIFICATIONS

Education & Experience

- Bachelor's degree in Business or equivalent
- 5+ years' experience in leadership role, with proven ability to supervise and manage employees
- 5+ years' experience in the non-profit sector
- Knowledge of QuickBooks and Microsoft Office required
- Experience with developing budgets required
- Must be able to track and manage detailed records of on-going tasks for multiple events

Spiritual Gifts and Skill Set

- Strong commitment to PFY's mission and values
- Superior organizational skills
- Self-motivated, resourceful, detail-oriented, and energetic
- Must be a team player

- Outstanding writing, editing, data entry, and proofreading skills
- Excellent communication and interpersonal skills
- Able to prioritize and handle multiple projects is essential
- Proficient in Microsoft Office and be a quick study on new computer programs
- Ability to lift and carry approximately 40 lbs.

Spiritual Development

- Demonstrates a stable, mature Christian walk, reflecting the fruit of the Spirit (Gal 5:22-23)
 - Must be a good role model
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Organization Description

Partnership for Youth is a non-profit organization dedicated to the coordination and delivery of programs and events for Catholic Youth. We specialize in large dynamic youth events, bringing together teens from ten states and Canada. Our Mission is to: **“Provide Transformational Catholic Events for Young People”**. PFY’s approach is to provide dynamic events delivered with excellence in order that young people can encounter the love of Christ. Our office is located in Bloomington, Minnesota. We offer a collaborative and engaged work environment, where you become part of the large Partnership for Youth family.

Application Instructions

Please submit a cover letter and resume to amy@partnershipforyouth.org; materials may be addressed to Amy Cummings, Executive Director. Please include “Application for Business Manager” in subject line.