



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

## YMCA JOB DESCRIPTION

Job Title: **Business Office Manager**  
FLSA Status: Exempt  
Reports to: Chief Executive Officer  
Y USA Leadership Level: Leader

Department: Accounting  
Status: Full Time Salaried  
Revision Date: 01/01/2019

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## POSITION SUMMARY

This position supports the work of the Y, a leading nonprofit committed to strengthening community through youth development, healthy living and social responsibility. The Business Office Manager serves as a member of the leadership team and is responsible for all supervisory functions related to an effective business office but not limited to – all business systems, accurate record keeping, managing daily cash balancing and reconciliation, branch credit card distribution and reconciliation, supervision of accounts payable and accounts receivable, time and attendance system oversight, journal entries, forecasting of cash, along with analysis of month reports and budget. The Business Office Manager leads the annual budget process and works with staff on a daily basis regarding interpretation of budget analysis.

## OUR CULTURE

Our mission and core values are brought to life by our culture. In the Y, we strive to live our cause of strengthening communities with purpose and intentionality every day. **We are welcoming:** we are open to all. We are a place where you can belong and become. **We are genuine:** we value you and embrace your individuality. **We are hopeful:** we believe in you and your potential to become a catalyst in the world. **We are nurturing:** we support you in your journey to develop your full potential. **We are determined:** above all else, we are on a relentless quest to make our community stronger beginning with you.

## ESSENTIAL FUNCTIONS

- Manages all functions of accounting and business operations, ensuring that legal and audit requirements are met and that best practices and maximum efficiency are obtained.
- Provides all information for the annual independent audit, the preparation of financial statements. Prepares or oversees the preparation of required audit schedules; maintains records; acts as liaison with auditor and YMCA Finance Committee.
- Oversees and provides support to the annual budget process including: issuing guidelines and procedures; overseeing data input and preparing reports.
- Implements appropriate systems and internal controls to adequately safeguard the YMCAs financial resources and to provide a solid basis for accurately reporting financial data.
- Prepares outside reports and filings.
- Oversees the month-end and year-end closings and the preparation of statements and reports.

- Provides timely financial analysis/forecasts in the areas of cash flow, P&L results to the CEO and Finance Committee.
- Assists with acquiring data for grants and annual reports.
- Supervises the processing of payroll, administration of compensation and benefit programs, including job description and classification, salary structure and salary adjustments.
- Works with all program directors to ensure the timely annual completion of all performance appraisals. Provides assistance to directors on questions related to personnel policies and procedures.
- Maintain confidential personnel files and verify all personnel paperwork as it is communicated to Association payroll
- Works with volunteers/staff on various activities including Annual Campaign and other fundraising events.
- Represents the YMCA with key community organizations and events as required.
- Performs other duties as assigned.

### **YMCA CAUSE-DRIVEN LEADERSHIP COMPETENCIES**

To fulfill this promise, the Y requires strong CAUSE-DRIVEN LEADERSHIP to effect lasting personal and social change in our organization's three areas of focus: youth development, healthy living, and social responsibility. This means leaders are committed to nurturing the potential of kids, promoting health and well-being, and fostering a sense of social responsibility.

The four disciplines of CAUSE-DRIVEN LEADERSHIP that define a leader's ability:

- Mission Advancement-advancing the Y's promise to strengthen community
- Collaboration-working with, understanding, and developing others
- Operational Effectiveness-ensuring relevance, effectiveness, and sustainability
- Personal Growth-developing continually to adapt to new challenges

### **Leader**

Leaders who provide strategic and visionary leadership to the organization.

#### **Mission Advancement**

- Incorporates the Y's mission and values into the organization's vision and strategies.
- Ensures community engagement; promotes the global nature of the Y.
- Leads a culture of volunteerism ensuring engagement, inclusion, and ownership.
- Leads a culture of philanthropy.

#### **Collaboration**

- Advocates for inclusion and diversity throughout the organization.
- Initiates the development of relationships with influential leaders to impact and strengthen the community.
- Is recognized as an inspirational community leader who navigates complex political and social circles with ease.
- Communicates to engage and inspire people within and outside the YMCA.
- Ensures that a talent management system is in place and executed effectively.

#### **Operational Effectiveness**

- Possesses penetrating insight and strong strategic and critical thinking skills.

**The Y: We're for youth development, healthy living, and social responsibility.**

- Invests resources in well-designed innovation initiatives.
- Creates a structure to deliver organization-wide results to achieve objectives.
- Develops and implements stewardship strategies.
- Determines benchmarks and ensures appropriate leadership to meet objectives.

### **Personal Growth**

- Creates a learning organization.
- Effectively drives change by leveraging resources and creating alignment to expand organizational opportunities.
- Shares authority and demonstrates courage and humility.
- Has the functional and technical knowledge and skills required to perform well; uses best practices and demonstrates up-to-date knowledge and skills in technology.

### **QUALIFICATIONS**

- Minimum Bachelor's degree in a related field and 2 years' equivalent professional experience required.
- Experience in accounting and office procedures
- Experience with Microsoft Office (Word, Excel, etc.) and possess a willingness to learn software applications including PayCor, Daxko Accounting and Daxko Operating systems
- Accounting experience in nonprofit environment is preferred
- Knowledge of banks, banking systems, and cash management
- Must have proven track record of exceptional organization, communication, and leadership skills

### **WORK ENVIRONMENT & 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.

- While performing the duties of this job, the employee is regularly required to use a computer for extended periods of time and be able to communicate using a computer and phone/smart device.
- The employee frequently is required to sit and reach, and must be able to move around the work environment.
- Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust.
- The noise level in the work environment is usually moderate.
- The employee must occasionally lift and/or move up to 10 pounds.

**DISCLAIMER:**

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification and/or subject to reasonable accommodation. This is not intended to be used as an exhaustive list of responsibilities, duties and skills required. This document does not create an employment contract, implied or otherwise, other than “at will” employment relationship.

Signature indicates that you have read and understand the job description provided for the position.

\_\_\_\_\_  
Employee's Signature  
Date

Date

\_\_\_\_\_  
Supervisors Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Printed Name