



Position Title: Business Administrator
Reports to: Chief Operating Officer
Salaried, Exempt Staff

TASKS & DUTIES:

Financial & Accounting

1. Create and maintain budget spreadsheet infrastructure
2. Maintain & renew memberships with appropriate governing bodies (ECFA, etc.)
3. Communicate cashflow and other relevant financial matters to the executive team
4. Prepare financial reports for executive team and board of directors
5. Oversee annual financial audit, ensuring that financials are compliant with GAAP
6. Manage A/P, including approving bill payments in conjunction with executive team
7. Maintain positive working relationships with key financial vendors and partners
8. In conjunction with development department, prepare financial information for grant applications
9. Prepare month end journal entry
10. Reconcile bank and investment accounts monthly
11. Prepare monthly purchase orders for assigned vendors
12. Prepare annual tax filings (1099 misc., etc.)
13. Prepare annual 990 organizer in conjunction with CPA

HR & Benefits

1. Bi-monthly payroll submission as assigned
2. Update HR/payroll system as assigned

Insurance

1. Prepare annual corporate insurance renewal applications
2. File worker compensation claims, ensuring compliance with federal and state law
3. File participant accident claims, communicating with claimants throughout the process
4. Prepare annual worker comp policy audit
5. Prepare annual general liability policy audit
6. Update insurance policy throughout the year as appropriate

Supervision

1. Lead weekly meetings with administrative staff
2. Monitor workload of administrative team and adjust tasks/duties as needed

Misc. Duties

1. Maintain basic knowledge of all organizational systems, including project management systems, financial systems, donor systems, HR systems, and program management systems
2. Assist with organization wide fundraising events
3. Other misc. duties as assigned

QUALIFICATIONS:

Bachelor's Degree or Equivalent Work Experience

Ability to work in Microsoft Office Suite

Proficient in Excel

High attention to Detail

Basic Knowledge of GAAP principles a plus

Experience with Quickbooks or Asset Keeper a plus

This position description is a general guide for work behavior and is not intended to be a comprehensive listing of all job duties. Therefore, it is also not, nor can it be implied to be, a contract of employment. The contents of this position description may be changed without notice, and employment may be terminated by either party, at will.