



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

TASKS & DUTIES:

Financial & Accounting

1. Create and maintain budget spreadsheet infrastructure
2. Act as project manager for annual budget creation process
3. Maintain & renew memberships with appropriate governing bodies (ECFA, etc.)
4. Communicate cashflow and other relevant financial matters to the executive team
5. Prepare financial reports for executive team and board of directors
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. Reconcile Quickbooks (QB) to other dept. records prior to annual audit
10. Track new and disposed assets, balance depreciation between Asset Keeper and QB
11. Prepare reconciliation schedules for annual audit
12. Serve as point of contact for auditors during fieldwork
13. Ensure overall financials are compliant with GAAP standards
14. In conjunction with the VP of Development and Marketing, track grant activity, creating reports specific to each grant submission

Tax & Compliance

1. Renew annual merchant PCI compliance certificates, update procedures as necessary to meet industry standards
2. Calculate, file, and pay annual compensation use tax
3. Prepare and file 1099s annually
4. Prepare annual 990 organizer in conjunction with CPA
5. Ensure monthly sales tax has been appropriately submitted

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

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.