



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

PIEDMONT FAMILY YMCA JOB DESCRIPTION

Job Title: BUSINESS MANAGER

Leadership Level: Team Leader III

Status: F/T

Reports to: COO/CFO

Hiring Pay Range: \$45,000-\$50,000

FLSA Status: Exempt

Department: Admin

Revision Date: 8/14/2020

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 YMCA is a fast-growing organization that needs passionate, highly skilled individuals to move the organization forward.

As the Association Business Manager, you will be responsible for all aspects of the business and office functions of the Y. In collaboration with organizational leaders, this position will manage services and processes that help assure that the short-term and long-term goals of the organization are achieved. You will be responsible for managing various operating functions to include: accounting, technology, human resources, compliance, and administrative support for the association.

ESSENTIAL FUNCTIONS:

Accounting:

- Manage Accounts Receivable policies/procedures for all programs and locations.
- Monthly A/R reporting with Program Directors and Membership Department.

Technology:

- Acts as primary liaison with IT independent contractor and maintains technology/network.
- Oversight of telecommunications (all data and phone lines), copier machines, etc. across multiple locations to include troubleshooting and contracts.
- Manage membership and program software setup and reporting (Daxko)

Human Resources:

- Administers benefit programs and oversees benefit plan communication, enrollment and administration.
- Setup and maintenance of all employees in Paychex to include contact information, pay rate, withholdings, etc. Maintain hard copy of all personnel files.
- Maintains HR systems and employee records to ensure accuracy and improve the overall operation and effectiveness of the organization.
- Manages Paychex HR modules and processes including recruitment, onboarding, and orientation.
- Manages Time & Attendance module in Paychex for all employees and provides timesheet entry and approval training during employee orientation.
- Works with all program directors to ensure the timely annual completion of all performance appraisals.
- Works with COO/CFO to identify and develop HR best practices.
- Recommends new approaches, procedure changes and innovative solutions to continually improve efficiency and employee experience.

Compliance:

- Maintains a thorough understanding of Virginia Department of Social Services state standards regarding staff requirements and ongoing certifications required. Works in conjunction with Program Directors of all licensed programs to ensure staff compliance with all standards.
- Remains current on employment laws and regulations and serves as point of contact to manage relationships with compliance agencies.
- Staff liaison for liability and other corporate insurance policies.
- Maintains risk management information (worker's compensation, incident reports, etc.)

Admin:

- Enforce organizational policies to ensure internal controls are maintained.
- Assist in association/branch fundraising efforts and campaigns.
- Maintains documentation for contracts.
- Actively participate in training sessions, designated meetings and special events.
- Additional administrative duties as assigned.

LEADERSHIP COMPETENCIES:

Advancing Our Mission & Cause: Engaging Community, Volunteerism, Philanthropy, Change Leadership

Building Relationships: Collaboration, Communication & Influence, Inclusion

Leading Operations: Critical Thinking & Decision Making, Fiscal Management, Functional Expertise, Innovation, Program/Project Management

Developing & Inspiring People: Developing Self & Others, Emotional Maturity

QUALIFICATIONS:

- Must be a Cause-Driven leader and able to work autonomously within the Y’s core values of Caring, Honesty, Respect, and Responsibility.
- Must have strong interpersonal, human relations and customer service skills with strict adherence of confidentiality.
- Accounts Receivable and financial reporting experience
- Ability to develop and use spreadsheets and standard software systems at an intermediate or expert level.
- Ability to relate effectively to diverse groups of people from all social and economic segments of the community.
- Bachelor’s degree in business administration, human resources or other relevant field or 5+ year of equivalent experience.
- Proven success serving in an HR/admin role that includes employee benefits, compensation, performance management, policies/procedures, and employee onboarding/orientation.
- Experience using HR/Timekeeping software and reporting.
- Knowledge of regulations which govern non-profits/HR and ability to accurately interpret and administer.
- Ability to work in a fast-paced, service oriented, and multi priority environment.
- Well-organized, detailed-oriented, and excellent oral/written communication skills.
- Demonstrated skills in planning, time management, flexibility
- Self-starter with ability to take initiative and work independently without supervision

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 the job, the employee is regularly required to use a computer for extended periods of time and 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.
- The employee must occasionally lift and/or move up to 10 pounds.

SIGNATURE:

I have reviewed and understand this job description.

Employee’s name

Employee’s signature

Today’s date: _____

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