



smalltalk
CHILDREN'S ADVOCACY CENTER

Job Description: Business Manager

Reports to: Executive Director

Job Classification and Status: The Business Manager is an hourly position and is an at-will employee that can be terminated with or without cause. The position requires 40 hours per week with some flexibility in scheduling. The position and pay rate is contingent upon funding.

Essential Duties and Responsibilities

- Complete onboarding process with new staff
- Maintain and update employee records
- Collect and distribute onboarding paperwork to volunteers and board members
- Run background checks on new and existing staff, interns, and board.
- Enter deposits and expenses into Quickbooks
- Update and maintain financial files
- Maintain and ensure compliance with organization contracts
- Assist with tax filing and other financial reporting
- Set up and pay bills for organization
- Maintain employee training files
- Receive, compile, audit, and send payroll and benefits information to payroll company
- Track interns hours
- Print checks to vendors from Small Talk
- Create and distribute board meeting agenda and supplemental materials to board members and staff
- Take minutes at the board meeting as needed
- Monthly account reconciliation
- Organize external trainings
- Order, pick up, distribute and purchase supplies and materials to be used at Small Talk
- Maintain contacts and relationships with partners of Small Talk such as the internet service provider, printing, and phone system
- Assist with planning of annual charity event and other fundraising opportunities
- Assist with hiring practices
- Assist with financial reporting for grants
- Oversee the annual financial audit
- Prepare the annual budget with Executive Director, Treasurer, and Board President
- Maintain organizational calendar
- Take and distribute notes at meetings

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- Other duties as assigned by the Executive Director

Skills, knowledge, and abilities requirement: The Business Manager must have at least two years of experience in sales, management, finance, administration, or a related field. Must show a strong aptitude for data and finances. Experience with office management. Knowledge of Microsoft office suite. Strong organizational and time management experience. Experience in human resources is preferred.

Educational Requirements: Bachelor's degree in finance, business, human resources or a related field.

Benefits: Paid time off, paid holidays, Health and dental insurance.

Physical Environment: The physical environment is an office building or telecommuting as approved by the Executive Director. Private, furnished office is available. The position requires the ability to sit at a desk, work on a computer and do some light lifting. The position may involve some travel for meetings and training purposes. All employees must have no criminal convictions (felonies/crimes) of child abuse/neglect or violent crimes and no listing as a perpetrator on the Department of Human Services Central Registry. Small Talk Children's Advocacy Center will employ the therapist in accordance with all state and federal laws, including but not limited to, Equal Employment Opportunity and the American Disabilities Act Laws.

Small Talk Children's Advocacy Center will employ the Business Manager in accordance with all state and federal laws, including but not limited to, Equal Employment Opportunity and the American Disabilities Act laws.

Employee name: _____

Employee Signature: _____