



United Way of Erie County Business Manager Job Description

Job Title: Business Manager
Reports to: Executive Director
Approval date: February, 2016
FLSA Classification: Hourly, non-exempt, full time

Position Summary:

The Business Manager is responsible for general bookkeeping; database management; managing the front office and providing support for the staff and Board of Directors.

Essential Functions:

- Must have well-developed administrative skills, including time management, interpersonal communications, attention to detail, and organization skills.
- Proficient in the use of computers and Internet access. Specific programs include **QuickBooks, Donation Tracker, MS Office Word, Excel, Outlook** and **Publisher**.
- Ability to interpret an extensive variety of technical instructions.
- Ability to respond to common inquiries from donors, members of the business community, board members, agencies, volunteers, and general public.
- Excellent verbal/telephone communication and written skills.
- Respectful towards the confidentiality of donors, office procedures and staff.

Education and/or Experience:

- Associate/Bachelor degree or equivalent experience.
- Minimum 5 years general office experience and 3 years bookkeeping experience.

General Job Duties and Responsibilities

Bookkeeping

- Provide general bookkeeping services including Accounts Payable and Accounts Receivable, reconcile bank statements, make general journal entries.
- Perform quarterly analysis of pledges receivable; follow up on past due items.
- Reconcile campaign software to QuickBooks monthly.
- Record and copy all checks received; make bank deposits.
- Manage quarterly distribution of grant allocations and designations.
- Prepare records for annual audit.
- Ensure that acceptable business controls are in place and being followed.
- Enter pledges/payments into the campaign software.
- Ensure timely distribution of donor acknowledgements and generate quarterly billing statements.

Technology

- Holds primary responsibility for the data entry and updating of campaign software. Learn system to maximize the benefit of this software for United Way. Provide training and consultation as needed to office personnel and volunteers.

General Office Management

- Answer telephone; route calls or provide referral information
- Generate campaign mail merges and general correspondence mailings, maintain selected data sources.
- Maintain an orderly office filing system.
- Retrieve daily mail from Post Office.
- Maintain Conference Room calendar.
- Monitor office equipment and schedule repairs and service as needed.
- Maintain adequate office supply inventory.
- Attend Board meetings, taking minutes and providing other clerical support as needed.

- Participate in United Way related community-level councils /coalitions as assigned.
- Implement Document Destruction and Retention policy.

Other

- This position may require employee to work occasional nights and weekends.

General Terms Applicable to this Position

- *Employed At Will.* This job position is at-will, meaning that either the employee or UWEC may terminate the employment relationship at any time, with or without cause or prior notice.
- *Not a Contract.* This job description is not a contract of employment and is subject to change by UWEC at any time without prior notice to employee.
- *Duties Not Inclusive.* The duties listed above are examples of essential functions of the job position but are not all-inclusive. UWEC may require the employee to perform additional duties not listed and may modify the duties listed. Reliable attendance is an essential duty of this position.
- *Handbook.* The Employee Handbook contains important guidelines regarding employment with UWEC that apply to employee. Employee is responsible for reading and abiding by the Employee Handbook guidelines, which Handbook may be modified from time to time by the Board of Directors.