



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

POCONO FAMILY YMCA JOB DESCRIPTION

Job Title: **Business Manager**
Status: Full Time (Non-Exempt)
Reports to: Executive Director

Department: Administrative
Revision Date: 2/19/17

POSITION SUMMARY:

This position supports the work of the Y, a leading non-profit committed to strengthening community through youth development, healthy living and social responsibility. Oversees and manages financial matters, investments and information systems. Provides strategic direction and leadership for YMCA business operations and initiatives. Recommends related policies and ensures their implementation.

ESSENTIAL FUNCTIONS:

1. Monitors monthly financial operations, prepares analysis and reports, and gives guidance to executive and operating staff. Works closely with operations staff on issues that affect financial outcome. Prepares specific recommendations.
2. Works directly with assigned committee(s) of the board (Finance, Insurance, Investment, Audit, for example) to build volunteer relationships, develop policies, monitor their implementation and meet the related needs of the board.
3. Reviews, updates and/or develops internal control systems for the YMCA and oversees internal audits which check for compliance on a variety of policies and standards. Provides recommendations for improvement.
4. Oversees and certifies the annual audit and meets periodically with the outside auditors to maintain communications and keep them informed of changes in the YMCA. Ensures that current accounting standards and legal requirements are met.
5. Develops performance indicators and measurement systems for tracking strategic plan objectives. Evaluates current business models and leads efforts to modify or redesign business models where necessary.
6. Oversees preparation of reports to United Way, YMCA of the USA and governmental agencies. Oversees preparation of tax returns including IRS Form 990.
7. Oversees the development of the annual operating budget. Works closely with operations staff to ensure that budgets are well-planned, realistic and prepared in a timely manner.
8. Manages tax-exempt bond transactions and files all necessary reports. Establishes, maintains and/or monitors all banking and financing relationships.
9. Maintains all necessary records and accounting reports and records all transactions on a timely basis.
10. Maintains good working relationships with auditors, bankers, investment counselors, attorneys and other professional advisors.
11. Represents the YMCA with key community organizations and events as required.
12. Performs other duties as assigned and in accordance with the planned Chart of Work.

YMCA COMPETENCIES (Team Leader):

Mission Advancement: Models and teaches the Y's values. Ensures a high level of service with a commitment to changing lives. Provides volunteers with orientation, training, development, and recognition. Cultivates relationships to support fund-raising.

Collaboration: Champions inclusion activities, strategies, and initiatives. Builds relationships to create small communities. Empathetically listens and communicates for understanding when negotiating and dealing with conflict. Effectively tailors communications to the appropriate audience. Provides staff with feedback, coaching, guidance and support.

Operational Effectiveness: Provides others with frameworks for making decisions. Conducts prototypes to support the launching of programs and activities. Develops plans and manages best practices through

engagement of team. Effectively creates and manages budgets. Holds staff accountable for high-quality results using a formal process to measure progress.

Personal Growth: Shares new insights. Facilitates change; models adaptability and an awareness of the impact of change. Utilizes non-threatening methods to address sensitive issues and inappropriate behavior or performance. Has the functional and technical knowledge and skills required to perform well; uses best practices and demonstrates up-to-date knowledge and skills in technology.

QUALIFICATIONS:

1. Bachelor’s degree in business, finance, accounting or equivalent; MBA, CPA or CMA may be preferred.
2. Four or more years of substantive experience in accounting and financial management.
3. Experience with standard business software and office machines.
4. Knowledge and understanding of general business matters required including budget development, financial reporting, cash management, business taxes, banking and debt financing instruments.
5. Knowledge of computer systems, including experience with system selection, new system implementation and project management. Personal computer skills required.
6. Experience with investment management and asset allocation preferred.
7. Previous experience with voluntary/nonprofit organizations preferred.
8. Minimum age requirements of 21.
9. Prior to or within 30 days of hire include must complete Child Abuse Prevention; Working with Program Volunteers; CPR; First Aid; AED; Bloodborne Pathogens.

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 this job, the employee is regularly required to use a computer for extended periods of time and be 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.
- Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust.
- The noise level in the work environment is usually moderate.

SELF-MOTIVATION & INNOVATION:

To be able to accomplish the goals set forth in this job description, the incumbent will need to possess a *will to succeed*. “What can I do to advance the Y and help it become more successful?” should be the mind-set. The heart of the position will be the ability to look past “what is” and to see “what can/should be”. A high level of self-motivation and innovation/creativity is required to be successful at this position.

SIGNATURE:

I have reviewed and understand this job description.

Employee’s name

Employee’s signature

Today’s date: _____