

Lenoir County Council on Aging, Inc.

Job Description

<i>Employee Name:</i>		Title:	Business Manager
<i>Date of Action:</i>		Immediate Supervision:	Executive Director
<i>Original Hire:</i>		Status:	Part-time/exempt
		Hours:	24 hours a week
		Pay Range:	\$12.00 - \$16.00 per hour

All positions are accountable to the Executive Director, who is accountable to the Executive Committee.

Qualifications: Knowledge of basic accounting principles, state and federal tax forms, and human resources practice. Experience with non-profit business is desirable. Proficient in QuickBooks and Microsoft office programs. Extremely detail oriented and organized. Two years' experience with payroll and bookkeeping. Dependable transportation is required. Evening and weekend hours may be required. Physically able to lift 30lbs. and stand or walk for an hour or more at a time.

Details of Responsibilities:

Finance

Maintains current and accurate record of expenses and revenues through bookkeeping in QuickBooks. Works under the direction of the Executive Director to code expenses appropriately and account for expected revenue within the approved budget. Monitors and reconciles bank accounts on an ongoing basis. Enters payroll in automated system for all employees and handles any employer verification requested from the state employment office or tax offices. Prepares checks for approved expenses. Deposits all revenues and maintains appropriate records of funds received. Prepares monthly financial reports for the agency and by program for the Executive Director. Organizes and maintains all financial documentation, including electronic back-ups, and records required for audit purposes. Produces financial detail upon request to the Treasurer and Executive Committee of the Board of Directors.

Business

Keeps copies of insurance coverage, contracts with vendors and private contractors, and all records of service or goods purchased. Responsibilities for communicating with service providers and vendors as directed by the Executive Director related to accomplishing objectives related to agency business and operations.

Programs

Assists staff with acquisition of supplies and materials related to services offered. Serves as Transportation Coordinator for general needs and maintains records of services approved and clients served. Satisfies program requirements related to documentation and client eligibility. Provides assistance with services related to collection of fees from clients or special event planning and purchasing. Shares responsibility with other staff members for providing customer relations and greeting guests at the entrance of the senior center and fielding calls for information on services. Prepares other reports related to grant funded programs as needed by the Executive Director, to include health promotion programs.

Council on Aging

Contributes to group projects with coworkers and community partners to accomplish common goals, including but not limited to aging advocacy events and community outreach. Other duties as assigned by the Ex. Director related to finance, business, and operations.