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FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY**

YMCA OF DODGE COUNTY JOB DESCRIPTION

Job Title: Business Manager
FLSA Status: Full-Time, Exempt
Reports to: CEO
Date: 11/11/24

POSITION SUMMARY

This position will serve to consolidate all general office functions, as well as provide support for CEO. Primary responsibilities include accounting function (including collections), HR function (strictly benefits administration), Annual Campaign support and CEO assistance.

ESSENTIAL FUNCTIONS

1. Process all accounting forms including but not limited to purchase orders, prepare accounts payable invoices for weekly and monthly deadlines.
2. Deposit all monies 3-5 times a week and prepares Cash Receipt Summaries for Y.
3. Process Payroll packets and timesheets. Administrator of the Time & Attendance System.
4. Meet all weekly and monthly deadlines for Payroll, Accounts Payable and Cash Receipt, Cash Flow Summaries, employer taxes, and retirement/benefits.
5. Maintain and reconcile petty cash for the Y.
6. Maintain all association standards for accounting procedures.
7. Maintain an accounting system to accomplish the proper recording and reporting of all operations, transactions, assets, and liabilities of the YMCA for all funds.
8. Serve as resource person to management and program personnel in all matters relating to accounting and accounts payable.
9. Supervise or prepare reconciliations of all YMCA bank accounts monthly.
10. Prepare financial statements required by management, the Board, and outside agencies.
11. Maintain records, and prepare various internal and external reports, including reports for various federal and state agencies.
12. Facilitate key functions such as annual independent audit. Develop and maintain key relationships, including with banks and insurers.
13. Coordinate and supervises operating cash flow management.
14. Conduct special internal audits, accounting studies, analyses and cost studies as required and provide recommendations.
15. Understand how to read and interpret departmental budgets.
16. Maintain office equipment for Y: Postage machine, copier machine, etc.
17. Order office supplies including paper, letterhead, copier toner and other supplies as needed.
18. Manages queries and administration tasks related to employee benefits and perks, such as healthcare, pensions, retirement plans, and vacation time.

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19. Collaborate with volunteers/staff on various activities including Annual Campaign and other fundraising events.
20. Complete all other duties assigned by Supervisor.
21. Coordinate all collection activity for the Y. All collection reports are reviewed and reconciled on a timely basis.

YMCA COMPETENCIES (TEAM LEADER)

- ▼ **Mission Advancement:** Accepts and demonstrates the Y's values. Demonstrates a desire to serve others and fulfill community needs. Recruits volunteers and builds effective, supportive working relationships with them. Supports fundraising.
- ▼ **Collaboration:** Works effectively with people of diverse backgrounds, abilities, opinions, and perceptions. Builds rapport and relates well to others. Seeks first to understand the other person's point of view, and remains calm in challenging situations. Listens for understanding and meaning; speaks and writes effectively. Takes initiative to assist in developing others.
- ▼ **Operational Effectiveness:** Makes sound judgments, and transfers learning from one situation to another. Embraces innovative approaches and discovers ideas to create a better member experience.
 - Establishes goals, clarifies tasks, plans work and actively participates in meetings. Follows budgeting policies and procedures, and reports all financial irregularities immediately. Strives to meet or exceed goals and deliver a high- value experience for members.
- ▼ **Personal Growth:** Pursues self-development that enhances job performance. Demonstrates an openness to change, and seeks opportunities in the change process. Accurately assesses personal feelings, strengths, and limitations and how they impact relationships. 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. Experience in accounting and office procedures as well as calculator and computer skills in Microsoft Office (word, excel, etc.) and possess a willingness to learn software applications including ADP and Daxko Operating systems.
2. Experience in a nonprofit environment is preferred.
3. Knowledge of banks, banking systems and cash management.
4. Must be able to accurately count cash and make deposits to the bank.
5. Good organizational skills are a must.
6. Effective communication skills.
7. Must have good Leadership skills.
8. Experience working with office equipment, i.e.: copy and postage machines, etc.
9. Meet all deadlines.
10. Monitor Y expenses thru price comparisons.
11. Must report to work as scheduled.

PHYSICAL DEMANDS

- ▼ Must be able to communicate verbally, and in writing, to groups and individuals.
- ▼ Must occasionally lift and/or move up to 30 pounds
- ▼ Must be able to travel to all off-site locations.

PERFORMANCE OBJECTIVES

- ▼ Able to maintain confidentiality of all YMCA business.
- ▼ Deposits are made on a timely basis.
- ▼ All deadlines are met timely.
- ▼ Will be Office Support for the Y.
- ▼ Work closely/effectively with the CEO.

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- ▼ Report any financial problems to the CEO.
- ▼ Work closely with other Department heads.
- ▼ Bookkeeping should be accurate and orderly.
- ▼ Must maintain favorable marks on Y accounting audits.
- ▼ Collections are managed weekly.

This job description is not intended to be all-inclusive. It is understood that the employee will also perform other responsible business related duties if requested by the CEO. Job descriptions are reviewed periodically and may be revised if deemed necessary. This job description is not a written or implied contract.

Employee Signature

Date

Supervisor Signature

Date

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