



ADVOCATES OF LAKE COUNTY  
BUSINESS MANAGER POSITION

Part Time or Contract 20 hours per week

**Non-Exempt Position**

Possibility to work remotely for a portion of the time

\$22-25.00 per hour

Send resume and cover letter by Feb. 22, 2018 to  
Hiring Committee: [board@advocatesoflakecounty.org](mailto:board@advocatesoflakecounty.org)

Position will remain open until filled

## ALC BUSINESS MANAGER JOB DESCRIPTION

### FINANCIAL MANAGEMENT

- Maintain Financial Accounting Systems (QuickBooks)
  - General Ledger
  - Accounts Receivable
  - Accounts Payable/Disbursements/CC Transactions
  - Payroll
  - Deposits
  - Bank/Cash Reconciliations (to be reviewed by ED and BOD Treasurer)
  - Budgets
- Taxes and Reporting Compliance (Federal and State and Unemployment)
  - Pay Federal Taxes monthly and Report 941 Quarterly
  - Pay and Report Quarterly State Income Taxes and Unemployment
  - Produce W-2s/W-3 and 1099s/1096 at End of Year
- Prepare and Report Financial Statements (Balance Sheet, Profit & Loss with Budget Performance) monthly to BOD
- Prepare Annual Budget and mid-year Re-budgets with ED and BOD Treasurer for review and approval by BOD
- Coordinate with ED and Board Treasurer to monitor spending and report discrepancies to BOD
- Comply with Board approved Financial Policies and Procedures and Internal Controls
- Prepare documents and analysis for Audit/Financial Review and Form 990 by outside accounting firm.
- Procure Agency Insurances with Board Approval
  - General Liability
  - Directors and Officers
  - Health
  - Dental
  - Worker's Compensation (including audit)



- Organize Direct Mail Fundraising Campaign
- Prepare and mail Donor Gift Thank You/Letters
- Comply with Tax Exempt and Non-profit Agency reporting

#### GRANT FINANCIAL MANAGEMENT (Monthly, Quarterly, Annual)

- Work with ED to develop financial requirements for grant writing.
- Code invoices to appropriate grants
- Prepare Grant reimbursement form for grant contracts and record corresponding invoice in QuickBooks
- Provide supporting documentation for grant reimbursement forms
- Track Grant Balances
- Work with ED for grant budget modifications

#### SYSTEMS MANAGEMENT

- Develop timesheet forms and processes to fulfill agency and grantor requirements
- Plan and implement Statistical Data Collection and Reporting System (Salesforce/Café)
- Develop and Maintain File Maintenance and Security policies and procedures
- Develop and Maintain IT Infrastructure
- Plan and implement other systems as needed and approved by ED and BOD

#### FACILITIES MANAGEMENT

- **Collaborate with the Residential Coordinator** to provide for facilities maintenance, repair and upkeep

#### QUALIFICATIONS/PROFICIENCIES

- Graduation from an accredited four year college or university with degree in accounting, finance, business, public administration or a closely related field.
- 3 to 5 years of experience in related field
- Knowledge of database management, EXCEL, and financial systems.
- Experience in non-profit accounting and grant management preferred
- Good communications skills for wide variety of audiences
- Systems implementation experience
- Quickbooks

Other: This position will affect the work of other staff in areas of fiscal policy, workflow, and timeframes for document submission and payments.