

JOB DESCRIPTION

POSITION: Business Manager
SUPERVISED BY: Executive Director
SUPERVISES: Office Manager
STATUS: Exempt

Position Summary:

The business manager oversees and directs the financial, information technology and human resources activities of the food bank. As part of the senior management team, duties include strategic planning for technology, documentation of organizational policies and procedures and regular analysis of program and inventory data.

Essential Duties and Responsibilities:

Financial

- Oversee and manage FMP's accounting functions and financial reporting procedures.
- Establish and maintain appropriate internal controls, systems, policies and procedures to assure accuracy and timeliness of financial statements, reports and filings.
- Analyze data and create reports for regular financial, program, operation and inventory evaluation.
- Oversee requirements for charity rating sites to obtain and retain high ratings.
- Prepare and monitor annual budget, grant reporting and filing requirements.

Technology

- Develop and modify long-term plans to ensure information technology supports the needs of the Food Bank.
- Identify and work with consultants to maintain information technology systems.
- Manage technology projects such as migrating to Cloud, developing solutions for efficient data reporting and facilitating use of tablets or bar codes.
- Oversee technology upgrades, software changes and network security measures; determine when external assistance is required.

Human Resources

- Administer human resource program including classification and compensation, benefit management, and new employee orientation.
- Analyze and administer benefit and insurance plans and annual renewal processes to ensure quality, cost effectiveness, compliance, clear communication and adherence to requirements and regulations; work with benefit providers/brokers to update services.
- Manage filing and document retention systems. Ensure records are maintained and destroyed protecting confidential and sensitive information.
- Write and update policies and procedures to reflect changes in laws, regulations and agency needs; ensure bulletin board posting requirements are met.

Other duties as assigned.

Skills, Education and Experience

- Bachelor's degree in administration, business, finance, nonprofit management, or related fields.
- Experience in financial management and oversight of IT and HR administration.
- Excellent analytical, problem-solving and organizational skills.
- Strong computer skills including Excel, Word, and data base management and financial software programs.
- Ability to communicate clearly, effectively, and professionally both orally and in writing.
- Ability to work with a variety of people including the public, staff, volunteers and other professionals.

Last updated: 08/23/2019