

Job Description

Title: Business Manager

Responsibility Overview:

The Business Manager will be responsible for overseeing the financial activities of the organization, ensuring that all financial operations are efficient and effective. This includes managing budgets, monitoring cash flow, preparing financial reports, and providing financial advice to the Executive Director and the Board of Directors. The ideal candidate will have strong analytic skills, be able to work independently and have excellent communication skills. This is a participative manager position who reports to the Executive Director of the organization.

Key Responsibilities:

1. Handles all accounting matters for the organization.
2. Develop and maintain financial policies and procedures to ensure that the organization's financial operations are efficient and effective.
3. Manage the budgeting process, including forecasting revenue and expenses, and monitoring actual results against the budget.
4. Monitor and manage the organization's cash flow to maintain cash reserves necessary to fulfill the organization's mission and strategic plan.
5. Prepare financial reports and present them to the Executive Director and the Board of Directors, including balance sheets, income statements and cash flow statements.
6. Coordinate the financial audit and serve as liaison to the external auditors.
7. Analyze financial data and provide insights and recommendations to the Executive Director and the Board of Directors.
8. Ensure that the organization is in compliance with all financial regulations and requirements.
9. Manage relationships with banks and other financial institutions, including negotiating loans and lines of credit.
10. Manage the organization's risk management strategy, including developing and implementing policies to mitigate financial risks.
11. Oversee Human Resource processes for the Bridge House proper as well as the thrift businesses.
12. Implement HR policies to ensure compliance with State and Federal employment laws, rules, and regulations. Ensure that employment matters are conducted in a manner compliant with HR policies.
13. Oversee payroll and benefits administration.

Qualifications:

1. Bachelor's degree in finance, accounting or a related field
2. Minimum of 5 years of experience in a financial management role
3. Strong analytical and problem-solving skills
4. Excellent communication and interpersonal skills

5. Ability to work independently and as part of a team
6. Knowledge of financial regulations and reporting requirements
7. Experience with financial modeling and forecasting
8. Proficiency in financial management software and Microsoft Excel
9. Professional certification such as CFA or CPA is preferred

The Financial Manager is a critical position within any organization and plays a vital role in ensuring the organization's financial health and success. The ideal candidate should possess excellent financial skills, have the ability to communicate complex financial information in a clear and concise manner, and be able to develop and implement financial strategies to help the organization achieve its financial goals.

Compensation: This is a part-time job position (0.5 or twenty hours per week). Salary range is \$31.20 to \$41.60 an hour or \$31,200.00 to \$41,600.00 per year.