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FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

Business Manager POSITION DESCRIPTION

TITLE: Business Manager	UNIT: Sherman Lake YMCA
FLSA STATUS: Non-Exempt/Hourly	SUPERVISOR: CEO
STATUS: Full-Time w/Benefits	DEPARTMENT: Administration
HOURLY RATE: \$17.73-\$26.59 (depending on experience)	

POSITION SUMMARY:

The Business Manager's position is to provide managerial, administrative, and supervisory essential to the efficient and effective day-to-day business operations of the Sherman Lake YMCA Outdoor Center.

OUR CULTURE:

Our mission at the Sherman Lake YMCA Outdoor Center puts Honesty, Caring, Respect and Responsibility into practice through programs that build healthy spirit, mind and body for all. We strive to live our cause of strengthening communities with purpose and intentionality every day. **We are welcoming:** We are open to all. We are a place where you can belong and become. **We are genuine:** We value you and embrace your individuality. **We are hopeful:** We believe in you and your potential to become a catalyst in the world. **We are nurturing:** We support you in your journey to develop your full potential. **We are determined:** Above all else, we are on a relentless quest to make our community stronger beginning with you.

Sherman Lake YMCA strives to be a place where acceptance and participation are the same for everyone regardless of age, race, gender identity, sexual orientation, religious affiliation, immigration status, ability or national origin. We believe that everyone deserves to work in a safe and welcoming environment, and will make every reasonable effort to meet the individual needs of all our staff. We are a continuing work in progress and look to review our practices and policies regularly to ensure we remain a place for all to belong.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Oversees and directs, budgeting, audit, tax, accounting, and long-range forecasting for the organization.
- Directs and analyzes studies of general economic, business, and financial conditions and their impact on the organization's policies and operations.
- Responsible for meeting all Federal and State compliance related to the completion of 990s, 941 reports, and tax obligations, sales & use tax filings, MESC filings, or any other agency such as banks.

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- Analyzes operational issues impacting functional groups and the whole institution, and determines their financial impact.
- Manages all accounting programs on a computer program.
- Provides oversight to the computerized accounting system so that required financial information is available on a timely basis.
- Analyzes, consolidates, and directs all cost accounting procedures together with other statistical and routine reports.
- Assist with daily and monthly statistical reports, such as school camp, summer camp, membership, retreats, and fund development.
- Appraises the organization's financial position and issues periodic reports on the organization's financial stability, liquidity, and growth.
- Establishes and maintains contacts with financial institutions. Maintains financial records. Monitors the Centers' financial situation, reviews monthly financial reports, preparing monthly variance reports for Board of Directors meetings.
- Completes month-end-closing process including monitoring, reviewing and/or preparation of necessary journal entries.
- Responsible for daily cash reports and deposits.
- Directs and coordinates the establishment of budget programs. Assists in the budget preparation and review. Provides internal and external budget preparation and documentation for external audits. Accepts responsibility for managing all budgetary accounts associated with the position.
- Assists the Office Manager in making sure all office machines are functioning or arrangements are made for repair. Purchases equipment related to communications, administration, and technology.
- Provides the management staff with other fiscal information and analysis.
- Oversees the Network Administration in the management of computer resources. Directs the providing and directing procedures and computer application systems necessary to maintain proper records and to afford adequate accounting controls and services. Troubleshoots general IT issues such as resets and adding users.
- Performs as the treasurer in activities such as custodian of funds, securities, and assets of the organization.
- Participates in Administrative Team Meetings and Management Team Meetings.
- Assume all supervisory and administrative support responsibilities assigned the position.
- Presents monthly financials at the Board Meetings.
- Accepts other responsibilities as may be assigned from time to time by the CEO.
- Inputs, processes and maintains all staff information in regards to personnel files and payroll
- Processes new full-time employee insurance, LTD and life insurance forms and submits them in a timely manner.
- Completes or assists/review biweekly payroll submissions for all employees.

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- Analyzes and reviews company insurances. Provides information to insurance companies for any claims (this includes managing the compilation of incident reports and documentation).
- Oversees and directs the Administration Office Manager.
- Ensure risk management safeguards are in place.
- Attend required abuse risk management training and adhere to policies related to high-risk activities and boundaries with consumers.
- Report suspicious/inappropriate behaviors and policy violations and follow mandated abuse reporting requirements.

QUALIFICATIONS:

1. Knowledge of accounting and payroll functions.
2. Knowledge of office management
3. Knowledge in the use of computers and systems administration.
4. Strong customer service and relationship-building skills.
5. Supervisory skills.
6. Excellent problem-solving skills.
7. Associate's degree in Accounting or related field.
8. Minimum of 3 years of experience.

WORK ENVIRONMENT AND PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- While performing the duties of this job, the employee is regularly required to use a computer for extended periods and must be able to communicate using a computer and phone. The employee frequently is required to sit and reach and must be able to move around the work environment.
- The employee must occasionally lift and/or move up to 25 pounds.

APPLY:

Please send your resume and cover letter to Zach Klipsch at zachk@ymcasl.org by Friday, March 15, 2024.

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