



POSITION: Business Manager
SUPERVISOR: Executive Director
STATUS: Full-time, 40 hours, 12 months, non-exempt

OVERVIEW:

The Business Manager is responsible for a broad range of financial and administrative duties. It requires skills in the areas of accounting, Quick Books (QB) software, payroll and benefit coordination, human resources, office management, and general administrative duties.

KEY RESPONSIBILITIES:

- Coordinates with the Executive Director (ED) to implement approved financial policies and procedures for accounts payable, payroll, and accounts receivable.
- Prepares and submits bi-weekly payroll reports to ADP and maintains all payroll records.
- Maintains files to document all expenditures.
- Work with the ED to gather all information needed for the annual audit.
- Submit and prepare bi-weekly timesheets electronically and ensure accuracy of information.
- Maintain salary allocations by program.
- Maintains employee paid time off (PTO) reports.
- Updates and manages employee's fringe benefits reports electronically.
- Enter and maintain grant budgets into QB.
- Post all necessary bills and bill payment checks in QB.
- Post invoices and payments received in QB.
- Post Journal Entries for specific expense allocations such as: office maintenance, insurance depreciation, etc.
- Assists in preparation of grant invoices.
- Monitor A/R Aging.
- Prepare projections with ED, Quarterly/YE forecasting and budgeting for upcoming year.
- Reviews, approves, and orders small supply requisitions.
- Defines and implements procedures for retention, protection, retrieval, transfer, and disposal of records.
- Designs and implements office policies by maintaining accounting standards and procedures; measuring results against standards; making necessary adjustments.



- Oversees leases and the maintenance of office equipment, including copiers, fax machine, postage, telephones, computers, network, etc.
- Advises ED regarding the need for revisions in administrative and account procedures/policies.
- Prepares reports to fulfill grant reporting requirements.
- Monitor and maintains reporting schedule per grant requirements.
- Maintain and update W-9 forms for 1099 contractors.
- Prepare 1099 reports.

REQUIRED QUALIFICATIONS, SKILLS and KNOWLEDGE:

- Proficient in QuickBooks, QB ProAdvisor Certification (preferred).
- Proficient with Microsoft Office Suite.
- Five or more years of bookkeeping experience.
- Knowledge of non-profits and grants management (preferred).
- Knowledge of accrual accounting.
- Strong verbal and written communication skills.
- Demonstrated commitment to teamwork and collaboration.

Salary will be determined depending upon qualifications and experience. Parents of children with disabilities and/or special health care needs are encouraged to apply.

To be considered you must submit a resume and cover letter to careers@ppmd.org by January 15, 2019.

Parents' Place of Maryland is an Equal Opportunity Employer and does not discriminate on the basis of race, religion, color, sex, gender identity, sexual orientation, age, disability, national origin, veteran status or any other basis covered by the federal and Maryland state law.