

Business Manager

Parent Network of WNY, a nonprofit in Buffalo that serves families of special needs individuals, is in search of a Business Manager to join its management team, and provide strategic oversight and planning to the business/administrative operations of the organization.

Position Overview

The Business Manager provides strategic oversight and management of the Business Office as a member of the Parent Network's management team. The Business Manager plans, organizes, and directs Parent Network's financial activities. S/he develops and maintains sound financial practices, working with the Executive Director, the Board's Audit and Finance Committee, and the Board of Directors to prepare the annual budget and ensure that the organization operates within budget guidelines and complies with federal and state mandates for 501(c)(3) organizations.

Key Responsibilities

Financial Management:

- Provide financial strategic direction as a member of the management team.
- Develop all financial policies and procedures and ensure legal and regulatory compliance.
- Manage all accounting functions to ensure proper maintenance of systems and appropriate internal controls.
- Oversee and support the annual audit, proper and timely filing of tax returns, and preservation of all financial and tax files in accordance with Parent Network's document retention policies.
- Oversee the payroll company's preparation of bi-weekly payroll and payroll-related reports, such as quarterly federal and state reports, year-end W-2s, and all required reports to federal and state tax authorities.
- Work closely with the payroll company to monitor employee's eligibility and the proper recordkeeping of leave benefits.
- Maintain the general ledger, prepare monthly cash flow analyses, and direct cash flow planning to ensure availability of funds.
- Monitor the state of organization's assets, analyze financial statements, and pinpoint areas that require attention.
- With the Executive Director, evaluate funding opportunities and develop budgets, invoices and financial reports for all of Parent Network's grants and contracts.
- Work closely and transparently with all external partners including organizations' audit firm, banking institutions, vendors, and consultants.
- Facilitate the annual budget planning process and work with the organization and Board's Audit and Finance Committee to create, approve, and adopt the annual budget.
- Provide staff support to the Board's Audit and Finance Committee.

Administration and Operations:

- Manage all insurance needs, including liability, Directors and Officers, and other insurance, as required.
- Oversee property management by negotiating and managing office leases, service and equipment contracts, etc.

- With Executive Director and other staff, develop, negotiate, and manage contracts with contractors, subcontractor agencies, organizations and individuals.
- Attend Board meetings and participate in strategic and annual planning.

Qualifications:

- BA in accounting or finance; advanced degree preferred.
- Expert understanding of generally accepted accounting principles and procedures and business and administrative practices within nonprofit environments.
- Seven (7+) years of progressively responsible experience managing accounting and financial systems including reporting for diversely funded nonprofit organizations.
- Experience managing and overseeing local, state, and federal government grants and contracts.
- Experience collaborating with senior staff to develop a robust financial management system.
- Excellent technology skills with finance and accounting management software (QuickBooks, Microsoft Office (including Word, Excel, PowerPoint, and Outlook), Google Apps for Business (Gmail, Docs/Drive), databases, and mobile tools. Experience with Salesforce is a plus.
- Strong written and oral communication and presentation skills, with the ability to communicate effectively at all levels of the organization.
- Excellent analytical and organizational skills
- Collaborative work style with demonstrated leadership ability in a flexible, team-oriented environment.

Compensation is competitive, commensurate with experience. Parent Network provides a generous benefits package, including medical, dental and vision insurance and paid time off, in addition to paid sick leave and national holidays.

How to Apply

Send cover letter, including salary requirements, and resume to info@parentnetworkwny.org

As an equal opportunity employer, this organization believes that equal opportunity for all employees is important for the continuing success of our organization. In accordance with state and federal law, organization's employment decisions and practices will not be influenced or affected by race, color, creed, religion, national origin, ancestry, citizenship, sex, marital status, veteran status, disability, age or any other characteristic protected by law.