



Title: Assistant Business Manager
Supervisor: Business Manager
Additional Supervision: Executive Director
Hours: 40 hours per week

The Assistant Business Manager is a member of Alianza's administrative staff and is responsible for assisting the Business Manager with the daily, weekly, monthly, and annual business operations of the agency, including recording and documenting financial transactions, budget preparation and financial reporting, and maintaining vendor billing and contracts. The Assistant Business Manager works with other agency managers to ensure Alianza is meeting its financial and business goals. The Assistant Business Manager does not have any direct supervisory responsibilities but may function in a management role with other senior staff, in the absence of the Business Manager.

SPECIFIC JOB DUTIES:

- Assist in managing business activities of the organization, including budgeting, financial reporting and purchase requests
- Assist in maintaining financial records for all contracts and submit billing in a timely and accurate fashion.
- Assist in maintaining income and expenses of grant -funded services and programs; provide monthly or quarterly expense reports (as applicable) for the Grant Compliance Manager. Perform accounting transactions; maintain accounts receivable and payable; correspond with vendors and contractors as needed and maintain vendor files.
- Prepare bank deposits and make timely bank deposits.
- Prepare monthly cash disbursements reports, income statements, and general ledger reports and reconcile bank accounts as assigned.
- Assist with weekly payroll information electronically through Complete Payroll Solutions or other system in place, including producing weekly payroll summary, as requested.
- Prepare other payroll data, such as 403b plan for employees, and submit this information to the payroll company, as requested.
- Assist in tracking and interpreting IRS policies and government regulations affecting payroll and non-profit financial procedures.
- Assist in preparing quarterly reports, W4s, W2s and any other government reports related to payroll, as requested.
- Prepare documents, data and reports for the annual audit and represent the organization with the external accounting firm, as requested.
- Assist Development Office in preparing budgets and financial statements for grant applications and reporting.
- Periodically reconcile accounting of charitable contributions with donor data, in conjunction with Development Office.
- Process petty cash expense requests and reports.

- Assist the Executive Director in reviewing tenant and liability insurance and ensure that it is in place at all times as assigned.
- Complete monthly and quarterly employment tax returns and submit electronically.
- Compile year-end fiscal year service statistics and distribute them to Management Team and others, as requested.
- Compile monthly financial statistics as requested by the Executive Director.
- Update the Internal Control manual annually or more frequently as needed to ensure its accuracy and relevance.
- Facilitate and monitor family medical leave and workman's compensation claims, as requested.

GENERAL JOB EXPECTATIONS:

- Meet business operations requirements of the organization.
- Assist with general Alianza office operations, as requested. This may include responding to phone inquiries, answering door or intercom, accepting deliveries, etc.
- Represent the organization positively within the business community, as required.
- Maintain a safe and orderly office work space.
- Perform any other job appropriate and emergency duties as assigned by the Executive Director.
- Follow and apply organization's operations and financial policies and procedures.
- Comply with all building safety and sanitation regulations, infection control and universal precautions.
- Maintain complete confidentiality of all information pertaining to employee data (i.e. Social Security numbers, full dates of birth, medical information, etc.) and employee file content, and of information relative to volunteers and individuals ("participants") supported by the organization.
- Perform job functions in a manner consistent with the mission and goals of the organization.
- Comply with all state and federal financial and safety regulations, including Mandated Reporter requirements.
- Understand, implement and document all assigned objectives and outcome measures of the organization.
- Abide by the organization's bylaws, policies and procedures particularly in the areas of crisis, emergency, health and safety, individual rights and abuse.
- Attend meetings, workshops, conferences and trainings as requested by the Executive Director.
- Comply with all Alianza's Personnel Policies and Procedures.

QUALIFICATIONS:

The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Bachelor's degree in business administration, accounting, finance or related field with the equivalent combination of education and minimum of 3 years of business office experience. Must be proficient in Microsoft Office, Sage or other appropriate accounting software.
- Must have a current driver's license and a reliable vehicle that is appropriately insured and licensed.

- Must pass a CORI background check.
- Ability to read, analyze and interpret budgets, bookkeeping and accounting functions, and government policies and regulations.
- Ability to write reports, business correspondence and procedure manuals.
- Ability to effectively clearly present financial information and respond to questions from people such as the Board of Directors, staff, volunteers and the Executive Director.
- Ability to calculate figures and amounts such as discounts, interest, proportions and percentages.
- Ability to solve practical problems relative to the position.

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 the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and talk and to hear. The employee is frequently required to use hands to figure, handle or feel and reach with hands and arms. The employee is occasionally required to stand or walk. The employee must occasionally lift and/or move a minimum of twenty (20) pounds. Specific vision abilities required by this job include close vision, color vision, peripheral vision and the ability to adjust focus.

WORK ENVIRONMENT:

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

The work environment is a typical office. The noise level in the work environment is usually mild to moderate.

Alianza DV services, Inc. is an equal opportunity/affirmative action employer, committed to values of inclusion, empowerment, and social justice. Alianza does not discriminate on the basis of race, color, national origin, religion, gender or gender identity, familial status, disability, ancestry, age, marital status, public assistance status or genetic information. Bilingual candidates and candidates with experience in domestic violence are encouraged to apply. AA/EOE/ADA

To apply for this position please send a cover letter and resume to: jobs@alianzadv.org. Resumes will be accepted until position is filled.