

	Position: Business Manager	Document date: 09.08.2023
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Position Overview:

The Business Manager of The Partnership Center, Ltd. (PCL) is the senior administrative position of the firm who will work cooperatively with the firm's partners (CIO, COO, and Managing Partner). The person holding this position is part of the leadership team of the firm. The Business Manager is responsible for all of PCL's business functions including, but not limited to financial management (accounts receivable, accounts payable, billing, etc.); human resources (on-boarding, benefits management, payroll oversight, etc.); and general building/office management.

This position will oversee, manage and/or when necessary complete the following key responsibilities:

Bookkeeping/Financial Accounting

PCL employs a long tenured part-time contractor to perform basic bookkeeping responsibilities and submit the payroll.

PCL employs a long tenured CPA on an annual contract to oversee the financial operation of the firm, handle all taxes, and coordinate an annual audit.

PCL utilizes Quick Books Online and has a customized in-house designed and maintained time-tracking system, Sesame, built in an Access database framework.

Position responsibilities:

- Oversee accounts payable, including allocation of expenses to correct line items, expense documentation, and appropriate filing.
- Manage accounts receivable.
 - Including all detailed monthly billing submissions to for government contracts include for the U.S. Department of Housing and Urban Development, State of Massachusetts.
 - Including managing and billing of all annual license renewals and project charges for other non-profit or government customers and other software licenses and users.
 - Make all bank deposit and record of all accounts receivable in QuickBooks to ensure appropriate separation of duties for bookkeeping.
- Maintain Sesame (time tracker) to account for all work time allocations, staff use, reports for contract/bill (position is not responsible for programming Sesame but must be able to articulate clear requirement changes to programmers as needed and must be able to logically query reports).
- Coordinate purchasing and budget management with other PCL firm partners.

Human Resources

PCL employs a benefit consulting firm, Strategic Benefits, to support the management and pricing of the options for employees.

PCL employs a payroll company, Payroll Partners to produce bi-weekly pay and tax statements

Position Responsibilities:

- Coordinate payroll changes/updates with bookkeeper prior to pay.
- Maintain up-to-date personnel files.
- Maintain the system to allocate funds to salary, benefits as well as PTO usage
- Coordinated benefit updates/management with Strategic Benefits and PCL partners

Grant Management

- Ensure all requirements specified by HUD in contract documents are completed, on file, submitted and/or adhered to.
- Provide primary data entry into HUD's Disaster Recovery Grant Repository (DRGR).
 - Manage all DRGR salary/benefit approvals.
 - Ensure full and complete monthly billing in DRGR.
 - Ensure full and complete quarterly reporting in DRGR.
 - Ensure grant close-out processes are completed as needed.

General Administration

- Participate in all (M, W, F) PCL morning meetings. Maintain notes, track deadlines, tasks, responsibilities. Provide updates to staff on internal system changes and/or coordination of work tasks as may be indicated.
- Provide 508 compliance with all written documentation outside of software systems.
- Oversee or conduct proofing, and documents as needed.
- Oversee the general look/feel and quality of all documents leaving PCL

Position Requirements

- Documented accounting experience
- A minimum of 5 years management experience
- A willingness to commit to reading and learning and extended employment.

Preferred

- Experience with grant management (non-profit or university)
- Master of Business Administration degree