

Job title	<i>Business Manager, 32-40 hours/week</i>
Reports to	<i>Executive Director</i>

Job purpose

The Business Manager is responsible for handling the day-to-day business operations of the organization and financial operations for the thrift Store.

Operational responsibilities

- Receive, proof and manage payroll, including maintaining records of vacation and personal time.
- Record deposits and deliver to bank.
- Manage vendor relationships, contracts, and accounts receivable. Request bids when appropriate.
- Work directly with the board treasurer to prepare end-of-month reports and special documentation for fundraising events.
- Take minutes at all Finance Committee meetings.
- Prepare documents for audit and work with auditors.
- Work with human resources company to maintain employee records, track benefits, and onboard new staff.
- Manage insurance and licensing for the organization including completing incident reports when an incident occurs.
- File Better Business Bureau accreditation.
- Renew all licenses with State of Michigan:
 - Department of Licensing and Regulatory Affairs
 - Food Establishment License
 - Renewal Solicitation Form
 - Michigan Sales Tax, paid quarterly and an annual return
- Prepare and file 1099s forms.
- Request W-9s as needed.
- Work with facilities manager on Meijer *Simply Give* Budget for Market.
- Work with board treasurer, executive director, and department supervisors to create annual budget and provide monthly reports to those supervisors.
- Create spreadsheets of supporting documentation for restricted grants' expenses: FEMA, HAELFS, and MEAP.
- Act as Feeding America liaison for Region One Transition Services (R1TS) program.
- Complete other duties as assigned by executive director.

Store responsibilities

- Make all deposits for the store (currently twice a week).
- Provide back up for store cashier; make change for the safe.
- Create all spreadsheets for the store.
- Enter data in QuickBooks.
- Balance store P&L.
- V.I.P. cards: make initial card, track each expenditure and write off expired cards.
- Create all V.I.P. Spreadsheets.

- Attend Retail Steering Committee Meetings.
- Track and record monthly items and in-kind donations.
- Organize and complete annual store inventory.

Requirements

- College degree or equivalent experience.
- Proficiency in QuickBooks and bookkeeping practices.
- Competency in Microsoft Office programs and basic computer use.

Direct reports

None.

Please submit a resume and cover letter (PDFs only, please) to: jobs@nkconnect.org