



Title: Business/Fiscal Manager	Classification: Nonexempt/Hourly
Reports To: Executive Director	Location: Placerville, CA (not remote)
Salary: \$83,000-100,000 annually Commensurate with experience	

SUMMARY/OBJECTIVE:

The Business Manager is directly responsible for overall administrative and fiscal management. The Business Manager is expected to perform his/her functions with a high level of autonomy and must be capable of representing New Morning to the public, exhibit highly effective communication patterns with co-workers and the public, and demonstrate effective judgment to successfully make commitments for the agency in collaboration with the Executive Director.

ESSENTIAL FUNCTIONS:

- Represent the agency to the public.
- Participate in meetings with program management and clinical staff to discuss the progress of various programs.
- Complete all required paperwork in a timely and accurate manner.
- Develop annual budget and revise mid-year including program and contract specific budget breakdowns.
- Ensure development of monthly cash flow reports to monitor and forecast revenue and expenses, and monitor cash flow availability to meet agency financial obligations.
- Provide financial analysis and reports on current, past, and future projects in support of the agency's strategic guidelines.
- Advise Executive Director about progress towards meeting contracts and grants.
- Monitor for allowed and disallowed costs per requirements of each grant and contract.
- Review General Ledger entries monthly for accuracy.
- Review Accounts Payable and Payroll 2x monthly for accuracy.
- Prepare monthly Board of Directors' Treasurer's Report.
- Coordinate annual fiscal audits ensuring inclusion of all necessary reviews required by grants and contracts.
- Design and supervise internal audit procedures to ensure agency compliance with sound general accounting principals and contracts. Advise Executive Director regularly regarding status of internal auditing status.
- Oversee audits of subcontractors to ensure compliance with agency contracts.
- Develop and propose provisional rates and service costs for all contracts that are in alignment with contract budget, program budget and agency budget.
- Supervise preparation of contracts as necessary between other agencies, schools or community centers.
- Review for accuracy and completion all monthly, quarterly, and annual statistical and summary reports.

- Monitor agency progress in meeting grant and contract service requirements utilizing data and financial reports; adjust funder codes as appropriate and report status to Executive Director and Director of Administration.
- Monitor subcontracts.
- Supervise administrative system to ensure compliance with Medi-Cal requirements.
- Propose agency client fee schedule and submit to county for annual approval.
- Supervise timely and accurate client and third-party billing systems.
- Recommend systems to capture and maximize client and third-party payments.
- Assist Executive Director in generating proposals and supporting documents in response to Requests for Proposals and Funding Solicitations.
- Maintains and implements funding calendar activities.
- Creates and submits fiscal reports to government, corporate, foundations and other funders.
- Serves as a liaison to funding agencies or organizations. (If needed)
- Establish effective working relationships with public and private agencies, agency staff, members of community groups and the community at large, and contribute to development of collaboration between agencies.
- Interface with agencies that New Morning has service contracts with and develop relationships with potential contracting agencies.
- Represent New Morning's interests at meetings with public and private agencies and individuals.
- Perform other duties and projects as assigned

POSITION REQUIREMENTS:

- Self-starter with ability to manage multiple priorities
- Ability to function well in a high-paced and at times stressful environment.
- Extensive knowledge of office administration, clerical procedures, and recordkeeping systems.
- Able to type minimum of 50 words per minute.
- Extremely proficient with Microsoft Office Suite and Quickbooks with the ability to learn new or updated software.
- *This position is onsite in the Placerville Office, not remote or hybrid.*

DESIRED EXPERIENCE:

- Experience working in non-profit organizations.
- At least three years of related experience required with a demonstrated ability to accept and successfully respond to increasing levels of responsibility.
- Experience managing multiple funding streams and contracts.
- Bachelor's degree in Business Administration or related field preferred.
- Clear understanding of electronic health records.

SKILLS AND ABILITIES:

- Excellent verbal and written communication skills.
- Excellent organizational skills and attention to detail.
- Excellent time management skills with a proven ability to meet deadlines.
- Professional demeanor
- Strong critical thinking and problem-solving
- Team Player

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 this job. While performing the duties of this job, the employee is regularly required to talk or hear.

The employee frequently is required to sit, stand, walk, use hands and fingers, handle or feel, reach with hands and arms. This position requires the ability to occasionally lift office products and supplies, up to 15 pounds.

EEOC & CRD STATEMENT:

We are an equal employment opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, ancestry, national origin, religion, creed, age, sex, gender, sexual orientation, gender identity, gender expression, marital status, genetic information, disability status, protected military or veteran status or any other characteristic protected by law.