



JOB TITLE: Business Manager	DATE: 2/20/2025
REPORTS TO: Executive Director	# DIRECT REPORTS: 0
FLSA: Non-Exempt	# HOURS/WEEK: 20

**Business Manager Position Summary:** Under general supervision of the Executive Director, the Business Manager provides administrative assistance and bookkeeping support to the Executive Director and the overall support of Main Street Community Center. Strict confidentiality is maintained with all aspects of job duties as required.

**Key Responsibilities:**

- **Administrative Support**
  - Provide administrative support to the Executive Director and staff, including scheduling appointments, organizing meetings, and handling correspondence.
  - Maintain electronic and hard copy filing systems, ensuring timely and accurate documentation.
  - Provides assistance with planning and executing event registrations throughout the year.
  - Maintains rental contracts and renewals.
- **Bookkeeping and Financial Management:**
  - Perform bookkeeping duties such as accounts payable, accounts receivable, and payroll and retirement plan processing.
  - Prepare and maintain financial records, including preparing bank statements and preparing financial reports for review by the Executive Director and Board of Directors.
  - Assist in budget preparation.
  - Maintain donor records.
- **Grant Reporting:**
  - Process and maintain grant funding and reports.
- **Communication and Customer Service:**
  - Answer and direct incoming phone calls and emails for the Main Street Community Center.
  - Respond to inquiries from clients, volunteers, donors, and the public in a professional and courteous manner.
- **Office Management:**
  - Order office supplies and maintain inventory as needed.
  - Ensure office equipment is properly maintained and serviced.
  - Maintains maintenance and service contracts for the center.
- **Confidentiality:**
  - Maintain strict confidentiality with all aspects of job duties, particularly regarding sensitive financial and personnel information.

**Qualifications:**

- High school diploma or equivalent required; associate's or bachelor's degree in business administration, accounting, or related field preferred.
- Proven experience in administrative support, bookkeeping, and office management.
- Strong organizational skills and attention to detail.
- Proficiency in Microsoft Office suite (Word, Excel, Outlook) and experience with accounting software (e.g., QuickBooks).
- Excellent verbal and written communication skills.

**Physical Requirements:**

- Ability to sit, stand, and move around for extended periods.
- Ability to lift and carry materials up to 20 pounds.
- Ability to operate standard office equipment.

**Equal Opportunity Employer:**

The Main Street Community Center is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, or any other characteristic protected by law.