

Palouse-Clearwater Environmental Institute

Business Manager

Position Description

May 2019

Description:

The Business Manager is responsible for the financial management and controls, budgeting, risk management and regulatory compliance of the Palouse-Clearwater Environmental Institute (PCEI). The Business Manager reports to the Executive Director, and works closely with all PCEI programs and administration to ensure that PCEI's financial and business system needs are met effectively.

Responsibilities:

1. Business Management which includes:

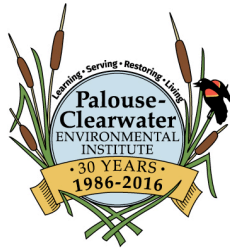
a. Financial Management (70%)

- Prepare accounts payable checks as needed.
- Daily or as needed recording of expenses/deposits/account transactions in Account Edge software.
- Invoicing for PCEI projects using Account Edge software and funder-provided invoicing forms in conjunction with program leadership.
- Monthly bank and investment account reconciliation.
- Produce monthly, quarterly and annual financial statements for program leadership and for Board of Directors using Account Edge and Excel.
- Assist auditor in preparation of annual audit and IRS 990 report.
- Manage PCEI's Memorandum of Understanding with Confluence Environmental Center.
- Manage financial reports and data for PCEI's AmeriCorps program.
- Take lead in developing, with Executive Director and program staff, annual budget for PCEI
- Other tasks as agreed upon with the Executive Director, such as participation in grant writing or membership development.

b. Risk Management (5%)

- Manage PCEI's employer-provided health insurance - maintain records, participate in annual policy renewal (with Executive Director), update staff regarding changes.
- Manage PCEI's SIMPLE IRA retirement benefit - maintain records, make monthly employee and employer contributions.

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- Manage other employee benefits including Unemployment Insurance, Workers' Compensation, long-term disability insurance etc. – maintain records, oversee policy renewals, respond to policy audits.

c. System Development and Tracking (10%)

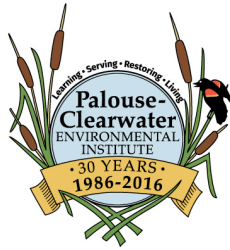
- Track government reporting requirements and keep PCEI current with annual registrations and reports to the different agencies and funders.
- Develop, document and update policies and procedures for the financial and risk management of PCEI..
- Keep up to date with accounting software needs.
- Work with Office Manager, Program Manager and others as appropriate to maintain records and manage grant reporting and invoicing.
- Maintain master files on grants and monitor paperwork connected with grant-funded programs.
- Maintain and monitor the following:
 - Cash flow
 - Company credit cards
 - Nursery sales and records (in conjunction with Restoration Coordinator)
 - Monthly income and expense by job
 - Business account records
 - Petty cash
 - Mobile and land phone accounts
 - Keep organization current on Idaho, Washington, and Oregon non-profit and corporate registrations, annual reporting, etc.

d. Staff Involvement and Planning (5%)

- Meet regularly with the Executive Director and PCEI Board Treasurer regarding PCEI financial status and system.
- Participate in and prepare reports for PCEI Board Finance Committee meetings.
- Meet with staff leadership regularly to review and prepare financial statements and budgets, invoicing and grant close-outs.
- Train new staff on financial procedures and their responsibilities and reporting requirements
- Attend and participate in regular staff meetings and other all staff events.
- Complete other tasks as assigned.

2. Serve as AmeriCorps Program Compliance Officer (10%)

- a. Financial Management: Create and prepare AmeriCorps grant budgets (including cash match requirements and sponsor fees), invoicing and payment tracking systems, etc.; prepare and submit monthly and quarterly financial



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- reports, and other grant and grant close-out documents as required by Serve Idaho.
- b. Health Care for members: Obtain and manage best plan with best benefits, given AmeriCorps program parameters; train members and program staff re policy provisions and procedures; field questions for members.
 - c. Grant Management: Assure compliance with all relevant Corporation for National and Community Service (CNCS) and Serve Idaho provisions, AmeriCorps Director Handbook, and Federal Register.
 - d. Sponsor Relations: Sign agreements (scope of service); assure grant compliance, oversee invoicing etc. Participate (as requested by Senior Placement Coordinator) in site visits, conflict resolution and other problem-solving and strategizing procedures.
 - e. Member Relations: Participate (as requested by Senior Placement Coordinator) in site visits, conflict resolution and other problem-solving and strategizing procedures.
 - f. Program-related Meetings and Conferences: Participate annually in Serve Idaho conference and, if possible, a national or regional CNCS conference. Attend quarterly Serve Idaho program meetings as requested by Senior Placement Coordinator.
 - g. Program Development: Participate with PCEI management team in visioning and program development, strategic planning, and problem-solving as required to create and maintain a premiere AmeriCorps program.
 - h. Supervise PCEI AmeriCorps Program staff.

This position has access to the Business Advisor (25%-time staff) who is stepping out of the Business Manager position and will be available for questions, guidance and assistance as time allows, as well as performing the following payroll and payroll-related tasks for the next year:

- Prepare Payroll on a semi-monthly basis.
- Prepare semi-monthly, monthly, quarterly and annual federal and state tax deposit forms and reports as needed.
- Maintain and produce internal reporting forms such as timesheets, payroll reports and others as appropriate.
- Prepare W-2s and 1099s using Account Edge and available government sites.
- System development with respect to payroll issues, billable rates, tracking of pay to job, paid leave billing and tracking.
- Payroll history – pay rate history, new employee information (W-4s, I-9s, emergency contact)