



smalltalk
CHILDREN'S ASSESSMENT CENTER

"Where small voices can be heard"

Job Description: Business Manager

Reports to: Executive Director

Salary Range: \$39,000 - \$45,760

Job Classification and Status: The Business Manager is an hourly position and is an at-will employee that can be terminated with or without cause. The position requires 40 hours per week with some flexibility in scheduling. The position and pay rate is contingent upon funding.

Essential Duties and Responsibilities

1. Complete onboarding procedure with new staff
2. Maintain and update staff employee records
3. Complete onboarding procedure for volunteers
4. Enter deposits and expenses into Quickbooks
5. Update financials
6. Assist with tax filing and other financial reporting
7. Set up and pay bills for organization
8. Maintain and update website
9. Maintain donor database
10. Create and send thank you notes to donors
11. Process and assist with payroll duties
12. Print checks to vendors from Small Talk
13. Create and distribute board meeting agenda and supplemental materials to board members and staff
14. Assist in monitoring Small Talk budget on a regular basis
15. Attend multidisciplinary meetings
16. Create and distribute training notices for staff
17. Order, pick up, distribute and purchase supplies and materials to be used at Small Talk
18. Maintain contacts and relationships with partners of Small Talk such as our internet service provider, printing, web developer, and phone system
19. Answer phones
20. Assist with planning of annual charity event and other fundraising opportunities
21. Assist with financial reporting for grants
22. Maintain office organization
23. Participate in fundraising activities
24. Supervise non-direct service Small Talk volunteers

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National Children's Alliance accredited member • 501(c)(3) nonprofit organization

25. Other duties as assigned by the Executive Director

Skills, knowledge, and abilities requirement: The Business Manager must have at least two years of experience in sales, management, finance, administration or a related field. Must show a strong aptitude for data and finances. Experience with office management. Knowledge of Microsoft office suite. Strong organizational and time management experience. Fundraising experience preferred.

Educational Requirements: Bachelor's degree in finance, business, human resources or a related field.

Benefits: Paid time off, paid holidays, Health, vision, and dental insurance.

Physical Environment: The physical environment is an office building. The position requires the ability to sit at a desk, work on a computer and do some light lifting. The position may involve some travel for meetings and training purposes. All employees must have no criminal convictions (felonies/crimes) of child abuse/neglect or violent crimes and no listing as a perpetrator on the Department of Human Services Central Registry.

Small Talk Children's Assessment Center will employ the intake coordinator in accordance with all state and federal laws, including but not limited to, Equal Employment Opportunity and the American Disabilities Act laws.