

# AMIGOS MINISTRIES OF SWFL, INC.

## JOB DESCRIPTION



Position Title		Reports to
Business Manager		Director
Employment Status	FLSA Status	Effective Date
<input type="checkbox"/> Temporary <input type="checkbox"/> Full-Time <input checked="" type="checkbox"/> Part-Time	<input type="checkbox"/> Non-Exempt <input checked="" type="checkbox"/> Exempt	January 1, 2022

### POSITION SUMMARY

The Business Manager is directly responsible for general direction and supervision of the agency's financial affairs and facilities management; is directly responsible for maintaining agency compliance with federal, state, and local laws, codes, regulations and ordinances as they apply to AMOS.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

The essential functions include, but are not limited to the following:

- Meets with Director regularly to discuss organization's financial status, capital expenditures (e.g., remodeling, new construction, replacement of equipment and systems, etc.)
- Agency maintains compliance with all local, state and federal laws (Solicitation of Contributions, Sunbiz annual report, Consumer's Certificate of Exemption, Fictitious Name Renewal, Recognized Service Organization, IRS 990, etc.)
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- Proper Insurance coverage is secured
  - For all properties and programs (General Liability, Property Insurance, Worker's Compensation, Board and Officer Liability, etc.), and
  - Employee Benefit plans are maintained and updated as needed (Health, Retirement, Disability, etc.)
- Advises Director on the following:
  - Status of organization's finances.
  - Organization budget and expected revenue.
  - Condition of organization properties.
  - Costs for capital improvements and salary increases.
  - Formulation of policies governing organization operation and public relations.
  - Updating organization policies.
  - Laws, codes, regulations governing organization operation.
- Makes recommendations concerning bids by outside contractors for routine services, structural improvements, equipment installation, etc.

- Supervises business affairs to ensure that funds are collected and expended to the best possible advantage.
  - Works with Director to secure necessary funding for programs, staff and facility maintenance.
  - Regularly reviews the financial status of the organization.
  - Maintains an efficient accounting system through the Bookkeeper.
  - Directs that forecast budgets be prepared and changes in fee schedules be made to meet operational costs; and authorizes major purchases.
  
- Maintains physical properties in a good and safe state of repair and operating condition, and compliance with building codes
  
- Is responsible for the fiscal management of organization; assures proper utilization of organization's financial resources.
  - Develops budget within designated deadlines according to all budgetary policies and procedures.
  - Effectively utilizes resources within established budget.
  - Recommends ways to reduce expenditures and/or enhance revenues without compromising quality of services.
  
- Demonstrates respect and regard for the dignity of all visitors and fellow employees to ensure a professional, responsible, and courteous environment.
  
- Attains all agreed to goals and objectives within specified time frames, as part of the organization's overall mission.

**MINIMUM QUALIFICATIONS (KNOWLEDGE, SKILLS, AND ABILITIES)**

- Bachelor's Degree in related field preferred.
- A minimum of 2-5 years of workplace management experience required, preferably in nonprofit setting.
- Excellent interpersonal and conflict resolution skills
- Ability to work with minimal supervision and complete multiple projects
- Experience in performance management and effective leadership.
- Proficient in Microsoft Office, specifically Excel and Word
- Must pass post-employment drug screening, criminal background investigation, and reference inquires.

**PHYSICAL DEMANDS AND WORK ENVIRONMENT**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made.

- Specific vision abilities required by this job include close vision, color vision, and ability to adjust focus.

- Frequently required to sit; occasionally required to stand and walk
- Occasionally required to reach with hands and arms
- Frequently required to talk or hear
- Occasionally required to bend, twist, or climb.
- Moderate concentration/intensity, which includes prolonged mental effort with limited opportunity for breaks.
- Average memory, taking into consideration the amount and type of information.
- Moderate level of complexity for decision making. Average time pressure of decision making.
- The noise level in the work environment is usually moderate

**NOTE**

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbents will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.

The company is an Equal Opportunity Employer, drug free workplace, and complies with ADA regulations as applicable.