



Hospice House & Support Care of Williamsburg (HHSCW)
Position Description

CREATED: December, 2017

LAST REVISED: December, 2017

JOB TITLE: Business Manager

REPORTS TO: Advancement Director

To apply, please send cover letter and resume to hr@williamsburghospice.org

PRIMARY FUNCTION: Maintains financial records, prepares annual budget and monthly financial reports. Oversees yearly audit process. Assists with office and house administrative duties.

DUTIES AND RESPONSIBILITIES:

Financial Management

- Forecast annual budgets
- Prepare Dept. Agriculture Form 102, Mass Mutual Retirement Census 5500 Report, VEC Audit
- Provide financial data for grant applications
- Process bi-weekly payroll, Hartford Life Retirement 403b/company matching
- Prepare monthly financial statements and analysis
- Reconcile bank accts/endowment account
- Manage and reconcile in-house, online deposits, and pledges
- Accounts payable/Petty Cash
- Manage and report special events income and expenses
- Manage Blackbaud ecommerce site and integration with HH website online donation page

Audit

- Prepare all and review audit documents
- Properly maintain deposit records to ensure a successful audit
- Ensure donor and financial records are kept confidential

Insurance

- Worker's Comp/Liability/Dental Insurance review

Office Administration

- Manages business contracts and office supplies

SCHEDULE:

- This is an exempt 40 hour per week position with a regular schedule of Monday- Friday. Occasional weekend and evening work is expected to support HHSCW programs and events.



QUALIFICATIONS:

- Undergraduate college degree required.
- Bookkeeping or accounting experience required
- Excellent organizations skills and the ability to handle multiple priorities and tasks simultaneously
- Must be proficient in Microsoft Word and Excel
- Must be able to work in a fast paced environment

BENEFITS:

- Paid vacation and sick leave
- Dental insurance
- Retirement plan