FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

Job Posting: Branch Business Manager- Huntington, NY

POSITION SUMMARY

This position supports the work of the Y, a leading nonprofit committed to strengthening community through youth development, healthy living and social responsibility. Serves as the liaison between the Branch and the Association Office with regard to all financial transactions and Human Resources processes. Ensures all business office procedures are followed at the Branch.

ESSENTIAL FUNCTIONS:

1. Manages Branch accounts receivables and payables. Oversee third party billing. Ensures daily deposits of all cash and payments for all vendors.
2. Recruits, trains, and supervises assigned staff and volunteers.
3. Ensures all Human Resources processes are followed at the Branch, in line with Association expectations.
4. Reviews the daily cash reconciliation. Reviews and follow ups on returned checks and bank drafts.
5. Assists Branch staff and serves as the point person at the branch for software, budget, vendors and business questions. Models relationship-building skills in all interactions.
6. Coordinates month-end closing and reviews the Branch financial statements. Reviews with Executive Director. Prints up all related reports as needed. Assists Branch staff in annual budget development. Responsible for Administrative Department budget.
7. Oversees office functions such as petty cash, office equipment and supplies, etc.
8. Manages purchasing of all office supplies and equipment for the Branch.
9. Reviews payroll for accuracy and completeness and submit to the Association Office Payroll department.
10. Orients new employees to all accounting policies and procedures. Assists with on-boarding processes, management of Branch personnel and all personnel records.
11. Coordinates and supports assigned aspects of the Annual Support campaign at the Branch including pledge inputs, reports, events and more.
12. Keeps all files up to date including grants, vendors, contracts and more.
13. Assist with grant acquisitions, research and records. Ensures compliance with all grant requirements.
14. Provides administrative support to the Executive Director as needed.
15. Performs other duties as assigned.

QUALIFICATIONS:

1. Bachelor's degree in related field or equivalent preferred.
2. Two years or more years related business management or office management experience preferred.
3. At least one year experience managing Human Resources processes.
4. Understanding of basic accounting concepts and applications including cash reconciliation, accounts receivable, and accounts payable.
5. Knowledge and experience with standard business software, e.g., Excel, Word, etc., and office machines.

HOW TO APPLY:

For consideration or to request the full job description please email Frank McDonald, Executive Director at Frank.McDonald@ymcali.org. Please include a resume and a cover letter indicating your interest, qualifications, and salary requirements.

Salary based on qualifications and experience. Excellent benefits package including YMCA Retirement Plan, Health, Dental and YMCA Membership/Child Care.

YMCA of Long Island, Inc. is an equal opportunity employer committed to valuing diversity and practicing inclusion.