

Child Development Services

~~**P.O. Box 593
Lander, Wyoming 82520**~~

TITLE:

Business Manager

Salary Range: \$ 44,833.00 - 91,633.00 Depending on experience

CREDENTIALS:

An associate's degree in a business related field is preferred.

QUALIFICATIONS:

Three years of successful experience in a business field with an emphasis in bookkeeping. Knowledge of computers required..

REPORTS TO:

The Executive Director.

CONTRACT TERMS:

Negotiable by Child Development Services of Board of Directors

EVALUATION:

As per Child Development Services policies and procedure.

PERFORMANCE RESPONSIBILITIES:

General Responsibilities:

- **Maintains confidentiality with all aspects of our program, including but not limited to client files, personnel and administrative issues of the organization.**
- **Provide assistance to the Executive Director, board and staff.**
- **Be responsible for all office procedures.**
- **Maintains a current and accurate accounting system.**
- **Provides monthly financial reports to the Executive Director and Board of Directors.**
- Assist in preparation of State and Federal reports.
- Administrates financial records, payments of all financial obligations (including payroll, payroll taxes and accounts payable) and benefits.
-
- Cooperates with state, federal and independent auditors in their review of financial records.
- Maintains and updates file system.

Administrative Responsibilities:

- Assists with defining policies related to center functioning and maintaining appropriate insurance for program, (liability and health).

- Assists in handling daily problems related to administration of centers.
- Assists in writing grants and procuring funds from various funding sources.
- Complies with Federal and Wyoming State Rules and Regulation and any other state and federal funding status pertaining to the program.

Fiscal Management:

- Assists Executive Director in preparing and managing budget.
- Assists Executive Director in operating the program within the budget.
- Assists the Executive Director in reporting on budget to board on a monthly basis.

Other duties as assigned by the Executive Director.

Revised 01/28/2022