



## ARMED SERVICES YMCA

### Position Description

**Position Title:** Business Operations Manager

**Direct Reporting:** Associate Executive Director

**Location:** Fort Bragg, NC

**FLSA Status:** Part-time, non-exempt

### Summary:

Based at the Armed Services YMCA (ASYMCA) in Fort Bragg, NC the Business Operations Manager reports to the Associate Executive Director. The Business Operations Manager will be responsible for the day-to-day administrative branch operations to include office management, finance and accounting, facilities, and human resources.

### Essential Duties and Responsibilities:

#### Finance

- Develop and maintain a comprehensive system for collecting, safeguarding, analyzing, depositing, distributing financial resources.
- Be the branch liaison for RecTrac and Cardpointe (Consult with HQ RecTrac liaison, train staff, batching, program entries, etc.)
- Maintain accounts payables, accounts receivables, cash receipts, bank and investment accounts with reconciliation (Such as but not limited to: credit card reconciliation, filing credit card bills and purchase approvals, and bank deposits)
- Assist in preparing financial statements for grant and sponsorship applications. Tracking in-kind donations in monthly spreadsheet, entering in DonorPerfect gifts, pulling and mail merging gift receipts weekly from DonorPerfect.

#### Facilities

- Pick up the branch mail daily/weekly (become certified for official mail on Fort Bragg and UPS store mail pick up)

- Lead the general maintenance of the branch facilities, both interior and exterior, as well as company vehicles.
- Enhance and maintain relationships with existing vendors; cultivate new vendor relationships beneficial to branch, if necessary.
- Be the liaison for the vendor's portion of the branch Annual Campaign
- Develop and administer an inventory program for all fixed assets; and, when necessary and with the assistance of National, dispose of old/non-functioning assets.
- Lead branch facility hourly cleaning program during Coronavirus (CDC and state guidelines)
- Weekly building maintenance inspections per SOP
- Manage all branch work orders
- Manage all branch supply orders for office and custodial supplies
- Become certified by base/state Fire Marshall. Coordinate annual inspections and file as well as keep all inspection information up to date.

#### **Human Resources**

- Conduct recruitment efforts for all branch staff and volunteers including composing and posting of job ads, interviewing and selection, and performing background checks.
- Perform onboarding for new hires for the branch including new hire documents, required trainings, working with managers for work-related orientation.
- Work with national HR in providing branch HR support and services including information for promotions, transfers, affirmative action/EEO compliance, benefits administration, and employee relations in accordance with quality management principles while meeting the overall objectives of the organization.
- Maintains personnel files at the branch; maintain confidentiality of all personnel information.
- Other duties as assigned.

#### **Qualifications:**

- Bachelor's degree, plus three years of experience in office administration; or at least five years of office administration experience with applications in multiple departments.
- Must have strong organizational skills.
- Experience with and excellent knowledge of computer-based business applications, Internet and Email.
- Ability to maintain and train staff on new systems and provide general technical computer support for staff.
- Microsoft Office Suite a must, intermediate-level experience.
- Ability to work independently and manage multiple projects and priorities in order to meet deadlines.
- Highly attentive to details.
- Excellent oral and written communication skills.
- Exceptional customer relations skills; professional demeanor and positive "can do" attitude.

- Ability to successfully interact with people from diverse environments and backgrounds.
- Must be able to successfully undergo a background check, including motor vehicle records check.

**Physical requirements and working conditions:**

The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to:

- Work in an office setting.
- Sit, stand, walk, bend, kneel and uses hands, arms and legs for dexterity, balance and climbing stairs frequently.
- Occasionally lift, carry, and balance objects weighing up to 60 pounds.
- Pull and push objects such as file drawers and supplies, boxes, and periodically small furniture.
- Able to operate general office equipment. Visual and hearing acuity necessary to operate equipment, use telecommunication, read fine print, and utilize a computer monitor throughout the course of a normal workday.
- Prioritizes and multi-tasks work and projects requiring good memory, concentration, and analytical thinking.
- Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is typical for a busy office.

**To apply:**

Send cover letter, resume, and name/contact information of three references to [sfarone@asymca.org](mailto:sfarone@asymca.org).