



Nā Kālai Wa‘a

“He wā‘a he moku, he moku he wā‘a.” Our canoe is our island, our island is our canoe.

Job Title: Business Manager
Reports to: Board of Directors
Work Schedule: Full Time
Job Purpose: To manage and conduct the daily administration of the organization.

Roles and Responsibilities

Fiscal Management

- Prepare supporting documents for Annual Budget development
- Maintain financial records, including processing operating income/expenses, and restricted funds
- Make bank deposits, ensure timely payment of office/organizational/operational bills
- Produce monthly financial reports for ED and BOD review
- Assure that organization operates within budget guidelines
- Assist in compiling required information and documents for annual tax returns
- Credit card processing and reporting

Business Administration

- Maintain organization master calendar
- Coordinates space and office organization; maintaining paper and electronic files
- Manage cash handling and cash deposits
- Merchandise ordering, inventory management and sales
- Maintain and update job descriptions, coordinate annual performance evaluation process, monitor for consistent adherence of sound human resource practices
- Oversee operational insurance policies
- Maintain record of insurance contracts
- Processes payroll
- Assist in Grant proposal preparation, grant management, and reporting

Quality Control

- Oversees business compliance (yearly filings)
- Ensure compliance with federal, state, and local regulations
- Provide input of potential risk management concerns

Minimum Qualifications

- Non-profit administration/management skills
- Knowledge of bookkeeping and accounting practices
- Strong written and oral communication skills
- Excellent time management skills with proven ability to meet deadlines
- 4+ years work experience in a field that requires strong administrative capacity
- Bachelor's degree or higher
- Experienced with Office and/or Google word processing and spreadsheets
- Proficient with Quickbooks online