

# YWCA La Crosse Business Manager



The YWCA La Crosse Business Manager ensures smooth, effective execution of tasks designed to oversee the financial and human resources activities of the organization.

## Primary Duties:

- Manages the organization's finances, including
  - assisting in budget development and oversight.
  - producing GAAP-based accurate and timely reports of all financial information including cash receipts and disbursements, AP and AR, journal entries, general ledger and balance sheet.
  - preparing summaries that show the status of the organization's finances and assets including variations from expense and income targets.
  - tracking and ensuring the collection of all AR and timing AP to match cash flow objectives.
  - tracking and reporting to fulfill grant, contract and YWCA USA obligations.
- Assists in creating and periodically updating financial management plan with short-term and long-term strategic and tactical goals.
- Develops, recommends and regularly updates organizational financial contingency plans.
- Recommends and abides by security policies and practices for the protection of financial transactions, income and financial records.
- Maintains a close relationship with the YWCA's auditors, grantors, and insurers, assesses and manages Association risk and liability.
- Manages the organization's ongoing HR function, including partnering with and assisting designated staff for hiring, supervision, personnel policy compliance, record keeping, payroll and separation processes.
- Prepares documents for the Finance Committee on a monthly basis.
- Manages the organization's fiscal contracts for service. Researches, seeks bids, and recommends fiscally responsible service contracts.

## Qualifications:

- Minimum 1 year bookkeeping experience required.
- Associate degree in accounting, business, or a related field preferred. (Experience may be substituted for education)
- The ideal candidate has experience of responsibility for the quality and content of all financial data, reporting and audit coordination for a significant program area, and has preferably overseen a human resources function previously.
- Ability to translate financial concepts to – and to effectively collaborate with -- programmatic and fundraising colleagues who do not have finance backgrounds.
- Minimum 1 year grant tracking experience preferred.