



Position Description: Finance and Business Manager (Full Time)

The Orange County Rape Crisis Center's mission is to stop sexual violence and its impact through support, education, and advocacy. We envision a just and equitable world free of sexual violence and all other forms of oppression. Our values include professionalism, excellence, accessibility, social justice, community involvement, self-care, and empowerment.

The Business Manager (BM) position is considered full time, exempt in accordance with the Fair Labor Standards Act. The BM is an integral part of the OCRCC's administrative team, reporting directly to the Executive Director (ED) and working closely with the Development & Communications Director (DCD) and Development Coordinator (DC) to share administrative functions and achieve agency goals.

1. **Financial Management:** The Business Manager manages all bookkeeping functions for the agency.
 - Maintain all agency accounting records in Quickbooks.
 - Monitor the organizational budget and individual grant budgets to keep spending within limits and certify that grant funds are spent pursuant to contract terms.
 - Manage Accounts Payable transactions, including making payments and coding each payment by category and program.
 - Classify all revenues by source, including the specification of any grant restrictions.
 - Reconcile all accounts on a monthly basis.
 - Maintain a system of internal controls to protect the agency's assets and ensure compliance with Generally Accepted Accounting Principles; make policy recommendations to the ED as needed.
 - Ensure appropriate levels of organizational insurance are met and agency is compliant with all government and grant-specific regulations.
 - Produce monthly reports and provide other financial analysis for the ED, Finance Committee, and Board of Directors.
 - Serve as staff liaison to the Board of Director's Finance Committee.
 - Coordinate the annual financial audit and provide all documentation requested by the auditor.
 - Work with the Development & Communications Director to coordinate sales functions at agency events, including managing registration and payments at the annual Holiday Auction fundraiser.
 - Assist the ED in preparing the annual operating budget, including payroll and program budgets.

2. **Grant Management:** The Business Manager manages the financial aspects of the agency's government and private grants, while the ED manages grant applications and reporting.
 - Work with the ED to prepare agency, program, and grant budgets for grant proposals.
 - Maintain accounting records for each grant/fund; control and collect invoices and financial documentation for reporting requirements.
 - Prepare financial reports and submit reimbursements for each grant/fund as required by the funder.
 - Prepare periodic cash flow projections based on grant payments and anticipated expenditures
 - Prepare individual grant surplus/deficit projections and collaborate with program staff to develop corrective spending measures as needed
 - Contribute to thinking around cost recovery

3. Human Resources: The Business Manager coordinates payroll and benefits for the agency's staff members, while the ED manages personnel.
 - Submit payroll information and ensure that adequate funds are in place to meet payroll.
 - Maintain employee leave records and timesheets.
 - Serve as the agency's liaison for insurance and benefits vendors (i.e., health insurance, professional liability, workers' compensation, etc.)
 - Coordinate employee enrollment with tax agencies, benefits programs, and payroll.
 - Manage the payment of insurance premiums and retirement contributions on behalf of employees.
 - Review benefits packages; make annual recommendations to the ED and the Board of Directors.
 - Serve as the agency's liaison for insurance and benefits vendors (i.e., health insurance, professional liability, workers' compensation, etc.)
 - Help onboard new employees

4. Office Management
 - Provide administrative assistance to the Executive Director.
 - Serve as the primary administrative coordinator for the Center's business office.
 - Answer business phone lines and provide office coverage during regular business hours.
 - Process incoming and outgoing office mail and e-mail.
 - Regularly monitor and purchase office supplies.
 - Coordinate and maintain the Office and Vacation calendars on Outlook.
 - Manage relationships with vendors that service the agency's business office needs.
 - Recruit, train, and supervise office volunteers/interns who provide administrative assistance.
 - Recruit, train, and supervise volunteers for special events.
 - Maintain office network and technological equipment, including troubleshooting when problems arise.
 - Serve as the primary contact for vendors providing technological support and building maintenance.
 - Coordinate the weekly back up of server data.

5. General Responsibilities
 - Perform any other tasks and trainings deemed necessary by the Executive Director.
 - Work as a team member in order to achieve the mission and vision of the Center.
 - Maintain appropriate standards of confidentiality.

Qualifications Required:

1. Bachelor's degree in accounting or other related field, or sufficient combination of education and experience
2. Experience in nonprofit fund accounting and budget creation/management
3. Proficiency with Quickbooks and Microsoft Office, particularly Excel
4. Can be relied upon to act ethically, with integrity, and in compliance with relevant laws and regulations
5. Superior attention to detail
6. Strong organizational, problem-solving, and multi-tasking skills
7. Ability to appropriately balance focus between long- and short-term priorities
8. Demonstration of cultural awareness, sensitivity, and competency

Qualifications Preferred:

1. Experience working with state and federal grants
2. Licensed as a Certified Public Accountant
3. Experience in human resources, including basic knowledge of labor laws
4. Demonstrated effectiveness in working on teams to accomplish mutual goals

Salary: Dependent upon education and experience. \$33,500-\$37,000

The Orange County Rape Crisis Center is committed to fostering the leadership of people of color, Native people, immigrants and refugees, low-income people, LGBTQ+ and trans people, people with disabilities, survivors of sexual and/or domestic violence, and people living in the many intersections of these experiences. We strongly encourage people from these communities to apply and will not discriminate on the basis of race, ethnicity, color, socioeconomic class, gender identity, gender expression, sexual orientation, sex, religion, disability status, citizenship status, age, veteran status, or national origin.*