



Council on Adolescents Job Description

Position: Business Manager:

The Business Manager is a part-time position up to 20 hours per week. The ideal candidate will possess excellent communication, computer, organization, and office management skills. The Business Manager reports directly to the Executive Director.

Qualified applicants should have an Associate's Degree in Business Administration; or qualifying experience. Salary based on experience.

Primary Responsibility/Goal:

- Process payroll bi-weekly, maintain accounts receivable/accounts payable, perform bank deposit duties, and maintain financial files.
- Conduct billing and invoices for Council programming, as well as maintain books and reports.
- Assist SMART Moms & Dads Coordinator and Teen Programs Coordinator with Teen Pregnancy Prevention Initiative (TPPI) programming and reporting duties as required by NCDHHS and Council on Adolescents (Council).
- Maintain financial records and reporting for TPPI programming.
- Assist staff with daily programming, fundraising, and other office needs.
- Prepare and provide financial reports to the Board of Directors' Treasurer for monthly meetings.

Qualifications:

- Associate's degree in a related field and a minimum of one year experience in business management.
- Must have great time-management skills and initiative to meet deadlines early.
- Excellent communication, computer, organization, and business management skills.
- Must have knowledge of payroll, bookkeeping, and billing duties; QuickBooks experience preferred.
- Must be a "team player" but able to work independently.

Program Responsibilities:

- Serve as a chaperone for TPPI programming when needed.
- Assist Council staff with contacting media for coverage at special events.
- Assist SMART Moms Coordinator and Teen Programs Coordinator with all program attendee information electronically and with hard copies and submit to TPPI personnel monthly and as needed and track through TPPI database.
- Responsible for communicating, reporting, and meeting with TPPI personnel as required.
- Assist with the development and completion of TPPI goals, objectives and budget annually.
- Assist Council staff with program activities and events annually.



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General Responsibilities:

- Assist with TPPI and United Way engagements, lunches, and fairs when necessary.
- Assist with distributing press releases and contact media personnel for special programs and events, as needed.
- Perform fundraising objective and other duties as necessary, assigned by the Executive Director.
- Participate in trainings and continuing education opportunities.

Salary is commensurate with experience.

Application:

Please email a cover letter and resume to:

Lisa Eaton

officemanager@coacatawba.org