

# James Family Prescott YMCA Position Description



**Position Title: Business Office Manager**  
**Supervisor: CEO**  
**Department: Business**

## **Mission Statement:**

The James Family Prescott YMCA is a non-profit charitable organization that was founded locally in 1974. It is an association of persons of all ages who are united in a common effort to put Christian principles into practice through programs that build healthy spirit, mind and body for all.

## **Position Summary:**

This position supports the work of the Y through managing daily, weekly, monthly, and annual business office and human resources processes and deadlines so the Y can further its Mission. This is a full-time hourly position of 35 to 40 hours per week.

## **Skill Requirements:**

- Two years of experience in a non-profit environment
- Accounting or bookkeeping experience
- Full human resource experience and/or certifications
- Ability to manage Business Office staff

## **Desired Skills:**

- Good written communication skills
- Detail oriented
- Ability to manage time and meet deadlines
- Good organizational skills
- Ability to maintain confidentiality

## **Principal Activities:**

- Review and submit biweekly payroll
- New Hire process – all onboarding and offboarding processes
- Benefits Administration – Health/Dental Insurance, Retirement, Life and LTD
- Worker's compensation (WC) claims, unemployment claims, as well as the yearly WC audit
- Works with accountant to provide month end items and audit items

**The Y: We're for youth development, healthy living, and social responsibility.**

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- A/P process
- Bank drafts
- Deposits other than daily cash receipts
- Maintain memberships/dues/permits/licenses
- Works with the Grants Manager for budgets and financial reporting
- Records Annual Campaign donations/standings, sends thank you letters and year-end tax letters
- Attends and takes minutes for monthly Board of Directors (BOD) meetings
- Attends and takes minutes for PVCCI meetings
- Prepares reports for both Prescott BOD meetings and PVCCI meetings
- Record keeping of PVCCI Capital Campaign
- Other duties as assigned

**Work Environment and Physical Demands:**

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee is regularly required to use a computer and be able to communicate using a computer and phone/smart device.
- The employee is required to sit and reach and must be able to move around the work environment.
- The employee must occasionally lift and/or move up to 10 pounds.

**Signature:**

I have reviewed and understood this job description.

\_\_\_\_\_  
Employee's Name (Print)

\_\_\_\_\_  
Employee's Signature

Date: \_\_\_\_\_

Supervisor's Signature \_\_\_\_\_ Date: \_\_\_\_\_

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