

Position:

Business Manager

Position Summary

Responsible for overseeing, leading and managing the business and administrative support staff to ensure successful completion of business mission, goals and objectives. Responsible for overseeing the financial operations of the business to include maintaining accurate and current financial records, administering payroll and managing accounts receivable/payables.

Major duties include:

- Fostering an environment of productivity, innovation and customer service while applying company core values
- Supporting maintenance of the accounting system
- Maintaining procedures associated with invoicing and accounting
- Developing and implementing policies/procedures for regulatory compliance
- Resolving financial issues such as pay/invoicing discrepancies and unauthorized charges on accounts
- Maintaining standard operating procedures for recurring tasks to ensure consistency, quality control standards and deadlines are met
- Ensuring tasks are performed in accordance with the company's ISO 9001/14001/18001 compliant Quality System Procedures
- Managing accounts payable to ensure bills are paid timely and expenses are valid
- Preparing financial metrics on monthly basis and analyzing deviations from acceptable ranges to determine the explanation
- Working with account managers and management to establish annual budgets, manage accounts and report deviations
- Supervising, mentoring, training and leading administrative staff
- Managing and overseeing Human Resources activities such as recruiting, hiring, orientation and exit processes
- Collaborating with the Director of Operations to ensure effective business management

Position Requirements:

- Bachelor's Degree desired
- Accounting related experience desired, but not necessary
- Eligible for a government security clearance
- Ability to travel periodically
- Proficient in reading, writing and speaking the English language
- Ability to lift and carry minimum 15 lbs. occasionally

Compensation

\$45,000 to \$65,000 annual salary depending on qualifications. Benefits are available.