

## **Business Coordinator Job Description**

|                 |                         |
|-----------------|-------------------------|
| Type:           | Full-Time               |
| Classification: | Confidential Non-Exempt |
| Reports to:     | Executive Director      |
| Supervises:     | none                    |

### **About the Position.**

Under the guidance of the Executive Director, the Business Coordinator is responsible for 4 major areas:

1. Accounting
2. Business Management
3. Employee Benefits
4. Executive Support

The successful completion of the roles and responsibilities related to this position are both critical and essential to the organization's success and requires exemplary attention to detail, highly developed interpersonal skills, the willingness, and ability to stay abreast with technical innovations and government compliance intricacies. Competencies, proactive analysis, and problem solving are a must, as is the ability to work in a team environment.

### **Essential Functions, Roles and Responsibilities**

Roles and Responsibilities include, but are not limited to the following:

#### **Accounting:**

- Provides direct oversight for all financial processes for the organization
- Develops and maintains an effective overall accounting system and ensures accurate and timely financial reporting for the entire organization that includes detailed information for all programs/departments/lines of business
- Oversees all activities related to financial processes including, but not limited to accounts payable and receivable, including authorization of payments for contracts, grants, and expenditures

- Develops the agency budget with the Executive Director
- Carefully reviews all billing, including, but not limited to WI DOT, WI DVR, Inclusa, ILIFE, production work, and contacts with individuals and businesses for services provided
- Ensures accuracy, integrity, and timeliness of all financial accounting and reporting
- Ensures adherence to all financial compliance issues
- Continually monitors and manages spending, income, and departmental budgets; performs frequent budget analysis; works to ensure that outcomes are achieved within budget and are tracked and reported; and keeps the Executive Director informed
- Provides for the orderly and timely delivery of the annual audit

**Business Management:**

- Provides support for all general business operations for the organization
- Ensures adherence to all business-related compliance issues
- Oversees risk and asset management of behalf of the organization with support from the Executive Director
- Recommends, implements, and manages operational procedures and assures that the business office is professional and in compliance with all polices, regulations, and laws
- Ensures that our team members have resources they need to complete their work
- Oversees first report of injury forms, workers compensation claims and completes the annual reports for workers compensation, OSHA, and others

**Employee Benefits:**

- Ensure information for all employee benefits is provided
- Enroll staff in benefits that are eligible or desired
- Primary contact for benefit accounts
- Input deductions into ADP

**Executive Support:**

- Assists in the preparation of the annual budget
- Produces and delivers financial reports to the Executive Director, Departments and Board of Directors
- Provides support to the Board of Directors as assigned
- Maintains confidentiality

## **Qualifications and Skills**

### Qualifications and Educational Requirements:

- Bachelor's degree in Business Management, Accounting or related degree, or equivalent professional experience
- Technical fluency with QuickBooks Online and Microsoft Suite
- Experienced with bookkeeping, data management and financial data analysis
- Valid driver's license and a clean driving record
- Ability to pass a background check

### Essential Skills:

- Ability to work effectively in an environment serving person with disabilities and barriers to employment
- Ability and enthusiasm to support the mission of the organization
- Strong attention to detail and ability to focus
- Demonstrable planning and organizational skills
- Strong interpersonal, written, and verbal communication skills
- Outstanding leadership abilities, professionalism, and integrity
- Proven ability to adhere to confidentiality and HIPPA requirements
- Demonstrable analytical thinking and business insight
- Willingness to participate in community networking and/or service organization opportunities as a representative of Embark Supported Employment

### Desired Skills and Interests:

- Willingness to leverage personal and business relationships to assist our team in helping our participants obtain employment

## **Responsibilities of All Employees**

- A. **Mission & Values:** Work cooperatively with all employees, participants, and community stakeholders to enhance our mission and values. Support the mission by exhibiting professionalism, integrity, and ethical behavior.
- B. **Diversity and Inclusion:** Embrace and support an inclusive work environment free from bullying, discrimination, and harassment.
- C. **Respect:** Commitment to open, respectful communication and a dedication to a positive team culture where everyone is responsible for our outcomes with participants.



WORK. WITH A PURPOSE.

D. Walk the Talk: Build and foster a positive work environment and morale. Develop and promote positive co-worker relationships. Address problems between individuals directly, respectfully, honestly and with integrity.

**Physical Demands**

Ability to sit for long periods of time at a desk. Visually be able to spend long periods of time on computer screens.

**Work Environment**

This position is primarily performed in the office location however you would be attending multiple meetings both in person and virtual

**Other duties may be assigned to this position periodically as required by company need.**

I have read and understand this statement of job functions, goals and responsibilities and fully accept the provisions outlined for this position. I have been provided a copy of this position description.

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

This job description is intended to represent the general nature and level of work performed by individuals assigned to this job. It is not meant to be an exhaustive or complete list of all responsibilities and may be subject to revisions or exceptions at any time at the discretion of the organization. Approved: 2/1/2022