

# DEAP

**JOB TITLE:** Business Manager

**STATUS:** Full Time, exempt

**WORK LOCATION:** Miles City, MT

**REPORTS TO:** Executive Director

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## POSITION SUMMARY:

This position is responsible for supervising and maintaining the overall business operations of the corporation including fiscal, supervisory responsibilities and office management.

## JOB DUTIES AND RESPONSIBILITIES:

- Supervise and maintain the recording and analysis of all financial data, accounts payable/approve expenditures and payroll/HR/benefits. Prepare and record all journal entries for monthly closing process; Analyze accounts on a monthly/quarterly basis; prepare monthly financial statements.
- Prepare all state and federal reports in a timely manner.
- Prepare information on financial data as required by funding sources.
- Assist the Director in developing and analyzing contractual budgets and budget variances for decision making purposes.
- Hire, Supervise and support administrative team
- Coordinate orientation including development orientation packets as necessary; revising forms to document orientation training; identifying areas for future training and evaluation
- Conduct annual employee planning appraisals including developing and completing an annual evolution plan; reviewing and revising plan every 3 months and documenting progress; participating in corrective action as appropriate and documenting actions
- Establish and maintain effective lines of communication with all necessary internal and external contracts (auditors, vendors, state personnel, landlords, etc.)
- Manage agency administrative functions and office management
- Participates in all policy creation and approval process
- Attend all board meetings and record minutes. Participating in presentation of informational, evaluative, and accountability reports.
- Participate in development review and implementation of agency strategic plan.
- Perform other duties as assigned by the Executive Director
- Implement procedural safeguards, including maintaining confidentiality
- Report suspected abuse and neglect as a mandatory reporter.
- Complete and maintains required paperwork accurately and processes it in a timely manner.
- Attend in-service training sessions as required and participates in ongoing quality enhancement activities and a strategic planning process

*Note: Reasonable accommodations will be made, if necessary, to enable individuals with disabilities to perform these essential functions.*

## **EDUCATION AND EXPERIENCE:**

- Certified Public Accountant, preferred. Bachelor's Degree in Business Administration with emphasis in Accounting and Computer Science also accepted.
- Experience in supervision, personnel management, and human resource practices and law
- Strong computer skills with experience using accounting and word processing software
- Strong verbal and written communication skills
- Strong organizational and time management skills. Ability to multitask
- Flexibility in assuming responsibilities of administrative staff as needed
- Friendly and professional in appearance and mannerism.
- Demonstrates initiative to act without being asked; shows respect and sensitivity for cultural differences; conducts self with integrity and always demonstrates ethical behavior; maintains appropriate confidentiality; demonstrates support for DEAP's mission and values.

*This job description is intended as a summary of the primary responsibilities of and qualifications for this position. The job description is not intended as inclusive of all duties an individual in this position might be asked to perform or of all qualifications that may be required either now or in the future.*

## **PAY AND BENEFITS:**

- Salaried, Exempt; \$40,000-\$65,000 DOE
- Paid leave, health insurance, life insurance, flex plan available upon hire
- Retirement package available after one year of successful employment

## **HOW TO APPLY:**

Submit a letter of application addressing the applicant's qualifications, a resume, and 3 working references via email to: [hr@deapmt.org](mailto:hr@deapmt.org)