

**MICHIGAN COALITION TO END DOMESTIC AND SEXUAL VIOLENCE
POSITION DESCRIPTION**

Business and Technology Manager

I. General Statement of Function

Responsible for the overall management and maintenance of the administrative offices and technology of MCEDSV. Responsible for the timely and accurate maintenance of office systems, technology and training equipment under moderate supervision. Works to ensure all agency staff have the support they require for optimal performance.

II. Typical Duties

- Diagnose, triage, and repair all technology and equipment related problems, manage computer contractors for problems beyond internal capacity.
- Perform assigned accounting and fiscal functions, including bank reconciliation and credit card report auditing, develop and monitors supply & equipment budgets, general ledger accounts receivable, accounts payable cash disbursements, account balances, cash flow monitoring, payroll transmittals and disbursements and provide other functions necessary for separation of duties procedures. Works as back-up in the absence of the Fiscal Director.
- Ensures that all office functions, mail opening/processing, office maintenance and filing, occur on a daily basis. Ensures that the office is staffed during regular business hours.
- Annual filing of corporate registration and other State licenses, such as license to solicit, raffle registrations. Manage and handle all office & human resources related service contracts.
- Ensure that personnel files, inventory lists are maintained according to established agency procedures, and review for completeness and accuracy for annual agency audit, funder audits, or insurance audits. Ensures that all staff requiring driver's licenses for the performance of their position have current licenses on file and proof of insurance. Audits personnel files on a quarterly basis to ensure all required licenses and insurances are up to date.
- Supervise the assembly and submission of grants, including coordinating staffing needs for grant deadlines. Assist in the development and submission of agency reports for funders and other sources. Work with Executive Director to design and implement databases for reporting of services.
- Supervise agency computer and paper files, databases and ensuring the timely back up of all

computer files. Ensures all electronic and paper filing systems are maintained according to established procedures. Coordinate administrative files, inventory.

- Working on behalf of the Executive Director, implements exit interviews in coordination with Fiscal Director. Collects all agency property, equipment and disables passwords for exiting staff.
- Manage on behalf of Executive Director, vendor communication and bid processes.
- Manage vendor contract bid process on behalf of Executive Director according to policy and procedures. Represent the agency's interest in negotiations of contract specifications as directed by Executive Director.
- Ensures that agency security and safety procedures are followed, including scheduling occasional fire or other emergency drills. Monitors maintenance of agency security system including issuing keys and passwords for authorized staff.
- Orientation and training of all new staff on standard office procedures, office machines, TTY, computer network, Microsoft Outlook, other relevant software programs, databases and office and technology procedures.
- Coordinates the training of all new staff on office functions and ensures the agency "New Staff Orientation" checklist is completed for each new staff member within 45 days. Processes all new employee paperwork and ensures personnel file is complete within 45 days.
- Answer telephone and handle routine inquiries by phone and TTY. Answers and refers victims to appropriate sources for assistance.
- Processes requests and ensures the efficient use of agency resources related to supplies and equipment, and other agency resources.
- Management of agency facilities, including daily climate control, maintenance, property upkeep. Represents the agency's needs with landlord, maintenance vendors. Schedules annual carpet cleaning. Monitors ADA compliance of workspace. Coordinates the set-up of ergonomic workstations when needed.
- Supervision of clerical personnel and volunteers.
- Assist in the set-up and take-down and clean-up for events. Assists in transport of supplies, equipment and materials for various events.
- Driving for errands related to banking and supply purchases, delivery, and events.

- Other assistance to the Executive Director as needed.

III. QUALIFICATIONS:

- Proficiency with computers and network systems. Software proficiency with spreadsheets, word-processed documents and databases, Webinar Software, Content for Website. Computerized accounting a plus.
- In-depth knowledge of accounting principles, and practices, computerized accounting. Experience working with governmental funding, and grants.
- Must possess excellent communication skills and organizational skills with excellent attention to detail.
- Must be able to lift up to 50 pounds upon occasion.
- Excellent driving record.
- Excellent organizational and time management skills. Ability to work on multiple tasks and projects simultaneously. Attention to detail. Must be able to work in a team environment.
- Two to three years of related and progressively more responsible or expansive work experience in computer hardware/software systems; or an equivalent combination of education and experience.

IV. Reports to: Executive Director

V. Status Exempt