

**YMCA OF THE PIKES PEAK REGION
APRIL 2016**

POSITION: Business Manager-Southeast YMCA

Job Code: AO 0415

POSITION DESCRIPTION:

The Southeast and Fountain YMCA is looking for a Business Manager who is responsible for ensuring the overall administrative function of the center and ensures the smooth business operations of the branch. Must have good interpersonal skills, public relations, and communication skills via the telephone and in writing and have sound and independent judgment. Must possess a cooperative spirit committed to character development by promoting and demonstrating caring, honesty, respect and responsibility to staff, lay leaders, YMCA members, program participants and the general public.

MINIMUM CRITERIA FOR CANDIDATES:

- Minimum age of 21
- Bachelor's degree in related field with minimum of 6 months full time experience
- Previous hiring and supervisory experience and development of staff
- Strong interpersonal skills
- Experience with computers including word processing, database software and spreadsheets
- ALL YMCA staff positions require certifications in CPR/AED for the Professional Rescuer, First Aid and Oxygen Administration. Preferred candidates will have current certifications upon hiring however training is available.

KEY FOCUS AREAS:

- Recruits, hires, and trains assigned volunteer positions. Ensures supervision, time keeping and evaluations for volunteer's requirements.
- Responsible for new hire paperwork, payroll and maintains personnel records for center employees.
- Manages the preparation of billings and receipting for all accounts receivable and accounts payable payments.
- Understands and assists Branch staff with all Financial Programs including monthly income and expense reports, preparing daily cash reports, and ensuring adherence to all financial guidelines.
- Responsible for the administration of the center's Annual Support Campaign.

SALARY RANGE:

\$39,000 - \$42,000 per year plus 12% retirement benefits after eligibility requirements are met

TARGET DATES FOR PROCESS:

Deadline for resumes.....(05/04/2016)
Interviews anticipated.....(05/12/2016)
Decision anticipated by.....(05/18/2016)
Position start date.....(asap)

To apply, please visit our website at www.ppymca.org/careers/job-openings .

For additional information on this job posting, please contact Kylie Aldaz, Director of Talent Management at kaldaz@ppymca.org or (719) 329- 7219.