



## JOB DESCRIPTION FOR Business Manager

**Reports to:** Vice President  
**Supervises:** Full Charge Bookkeeper  
**Compensation:** Salaried

### QUALIFICATIONS:

- 1. Education** A Bachelor's degree in business with emphasis on accounting or equivalent experience. The position does require the ability to read and write English fluently, and the ability to perform advanced business mathematical functions.
- 2. Experience** Knowledge of general accounting practices required. Experience in processing vendor payments, general ledger accounting and proficiency in Microsoft Office Suite (Word, Excel, and Outlook) strongly recommended. Familiarity with Compeat Software, or a comparable software package, is beneficial.
- 3. Skills** The position requires the ability to work well with associates while effectively completing assigned tasks in a timely manner. In addition, the position requires the following:
  - Basic understanding of data processing
  - Excellent business mathematical skills
  - Strong sense of basic accounting procedures such as debit/credit; payable/receivable
  - Proficiency in Microsoft Office Suite, including Word, Excel, and Outlook
  - Excellent communication skills
  - Strong organization and time management skills
  - Solutions oriented
  - Calculator and computer keyboard proficiency
  - Professional image
  - Valid driver's license and access to a vehicle
  - Ability to work in a team environment or independently, as needed

Initial \_\_\_\_\_

## **QUALIFICATIONS: (continued)**

4. **Attendance** The position requires the ability to work Monday through Friday, 52 weeks of the year. The position also requires the flexibility to work beyond 40 scheduled hours per week to meet deadlines as required by management.
5. **Licenses** A valid driver's license and current automobile insurance is required.
6. **Equipment** The position requires individuals to have access to a vehicle. Individuals must have the ability to drive without jeopardizing the safety of prospects, residents or fellow employees.

## **ESSENTIAL JOB FUNCTIONS:**

1. Supervises accounts payable, accounts receivable and payroll functions and the personnel who perform these duties.
2. Maintains the financial reporting to taxing units, Michigan Department of Treasury, MLCC and TTB.
3. Reviews all bank reconciliations for accuracy and verifies their timely preparation.
4. Prepares weekly, monthly and quarter financial statements.
5. Preparation of yearend workpapers for tax returns and audits.
6. Preparation of annual budgets.
7. Abides by all applicable statutes, rules, regulations, and policies related to accounting.
8. Maintains compliance of required licenses.
9. Oversees the 1094/1095 and 1099 reporting process.
10. Reviews General Liability, Workers Compensation, Liquor Liability insurance policies annually and provides requested audit documents.
11. Develops systems of accounting and revision of accounting forms.
12. Adhere to all company personnel directives as outlined in the Employee Handbook and other manuals.
13. Effectively maintain a working knowledge of all assigned files.

Initial \_\_\_\_\_

14. Serve as a liaison between the properties and the corporate office.
15. Assist the Operations Team with various projects as needed.
16. Other duties as assigned.

THIS JOB DESCRIPTION MAY NOT BE ALL-INCLUSIVE AND EMPLOYEES ARE EXPECTED TO PERFORM ALL OTHER DUTIES AS ASSIGNED AND DIRECTED BY MANAGEMENT. JOB DESCRIPTION AND DUTIES MAY BE MODIFIED WHEN DEEMED APPROPRIATE BY MANAGEMENT.

*Job Descriptions are intended to present an illustrative description of the range of duties, the scope of responsibility and the required level of knowledge, skills and abilities necessary to describe the primary functions of the job; they are not intended to reflect all duties performed by those assigned to this classification.*

Initial \_\_\_\_\_