

**UNIVERSITY OF MAINE ALUMNI ASSOCIATION
JOB DESCRIPTION**

DEPARTMENT: Accounting and Gift Processing

POSITION TITLE: Business Manager

GENERAL DESCRIPTION:

The Business Manager is responsible for completing all general accounting functions for the UMAA and overseeing all gifts processing for the UMAA.

SUPERVISION RECEIVED:

Supervision is provided by the President/Executive Director.

COLLABORATES WITH:

This position holds the expectations of collaboration with all UMAA employees and volunteers and the University of Maine employees and volunteers.

PERFORMANCE EXPECTATIONS:

1. Supervise Gift Processing for the Association.
2. Prove monthly gift reports and provide information to Directors.
3. Process all General Ledger transactions: Accounts Payable, Accounts Receivable and Journal Entries.
4. Complete bank deposits and reconcile bank statements each month.
5. Reconcile general ledger accounts for accuracy and additional follow-up.
6. Provide financials to Directors on a monthly basis.
7. Provide Board reports for each Board and Executive Board meeting.
8. Complete and provide information to independent auditors.
9. Maintain the Human Resources records and have input into most HR issues.
10. Complete all tasks involved with the Payroll function.
11. Complete annual reporting for the State of Maine, CAAE and other miscellaneous reporting as requested.

12. Any other duties as may be assigned by the President/Executive Director from time to time.

MINIMUM QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge and/or skill ability required.

Education and/or Experience:

Minimum of four years advance schooling or equivalent of training and experience as approved by the President of the UMAA. Experience in the area of database management a plus. Advanced computerized document data filing ability is essential.

Other Skills and Abilities:

Operating knowledge of a wide variety of office equipment. Demonstrates a high level of competence using advanced software including spreadsheets and databases.

Strong organizational skills and keen sense of attention to detail. Ability to make sound decisions in the treatment and utilization of human and fiscal resources. Demonstrates cooperation interacting with a variety of professionals at all levels of management, as well as courtesy and tact in contacts with all individuals. Desire to learn new or unfamiliar job responsibilities. Ability to remain calm and even-tempered in potentially stressful situations.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of the job, the employee is regularly required to sit, use hands to finger, handle or feel objects, tools or controls and to talk and hear. The employee may be required to lift up to 20 pounds to shoulder level. Specific vision abilities required by this job include close vision.

WORK ENVIRONMENT:

The noise level in the work environment is usually moderate and interruptions frequent. Competing and varied work/production demands may occasionally be stressful.

JOB PERFORMANCE EVALUATION:

Employee must satisfactorily complete a 6 month probationary period. At that time, employee may be granted regular status. Subsequent job performance evaluations will occur on an annual basis, in compliance with UMAA personnel policies.

APPLY BY: August 20, 2010.