



**POSITION DESCRIPTION: *Business/Administration Manager***

**REPORTS TO:** Executive Director

**DATE:** 01/01/21

**FLSA:** Exempt

**Hours:** M-F 8a-5p

**Primary Responsibilities:**

*To perform this job successfully, the individual must be able to perform each essential duty satisfactorily (the requirements listed below are representative of the knowledge, skill and/or ability needed). Reliable, consistent and predictable performance of the following job duties is required:*

1. Monitors and manages agency budget – staffing, attendance, commercial vs. VFC patient base.
2. Responsible for agency commercial and public insurance policies and procedures.
3. Works with Clinic Manager to train staff on insurance policies and procedures.
4. Supports agency accountant by creating and providing monthly clinic billing reports to reconcile financial reports.
5. Responsible for agency and clinic technology coordination.
6. Responsible for maintaining employee handbook, policies, and procedures with input from management team.
7. Acts as Back-up to the Vaccine Coordinator for ISDH.
8. Manages and supports the Insurance Biller and Vaccine Manager.
9. Manages agency administrative responsibilities including:
  - Prepares and makes clinic and agency cash deposits
  - Process agency mail
  - Process agency bills to be paid
  - Process donations and acknowledgements/thank you letters
  - Maintains agency records
  - Orders agency and clinic supplies
10. Coordinates building/clinic location facility management.
11. Supports Executive Director as needed in all functions.
12. Corresponds with Board of Directors.
13. Coordination of Board Meetings – meeting invites, agenda, minutes, meal order, maintaining board lists and terms.

**Organizational Level:** Reports directly to the Executive Director. Has three direct reports: Vaccine Manager, Accounts Receivable Coordinator, Patient Appointment Scheduler.

**Accountability:** Must maintain a high level of accuracy while meeting multiple deadlines. Work effectively with internal staff and external Board of Directors, community members, and clients.



**Critical Required Skills:**

1. Highly resourceful and detail-oriented with excellent organizational and problem-solving skills.
2. Ability to manage multiple tasks concurrently in a fast-paced environment.
3. Proficient with technology (Outlook, Excel, Word, etc.), with the ability to prepare reports and spreadsheets.
4. Innovative mindset and goal driven.
5. Dependable and trustworthy.
6. Strong work ethic.
7. Capable use of general office equipment (e.g., computers, copiers, calculators, telephones, scanners, etc.).
8. Ability to work with many different types of people in a mature and professional manner.
9. Strong communication skills.
10. Professional appearance and demeanor to convey positive image to internal and external contacts.
11. Maintaining highest levels of confidentiality.

**Experience:** Associate degree in Business Administration, or Accounting (or a related field), or equivalent combination of education and experience. Five years' experience as an office manager, executive assistant, or similar role. Supervisory experience a plus.

**Position Constraints:** Position may require early morning and/or late evening hours. Significant time and effort spent on planning, follow-up and implementation required for successful performance. Light lifting of deliveries and stock.

*I understand that this job description is only a summary of the general nature and essential duties of the job, not an exhaustive or comprehensive list of all possible job responsibilities, tasks, and duties and that the responsibilities, tasks, and duties of my job might differ from those outlined above and that other duties, as assigned, might be part of the job. My signature below verifies/attests my understanding of the job requirements as presented in my job description and that the job description will be reviewed periodically.*

**INTERESTED?**

**Send a resume to Connie Heflin at [connie.heflin@supershot.org](mailto:connie.heflin@supershot.org).  
You can contact us at 260-424-SHOT (7468) or visit us on Facebook.**