

Job Title: Business Administrator

Sacramento Life Center

Full Time

Reports to: Executive Director

Position Summary:

The Business Administrator primary focus is on administrative and operational functions. These include daily financial management, human resources administration and technology oversight, to ensure operational effectiveness and efficiencies.

Responsibilities:**Primary Duties:**

Works with the Executive Director and leadership team to provide administration and operations support.

Daily Financial/Operational Functions:

- Oversees and maintains the daily financial procedures at the operational level and coordinates monthly process with bookkeeper – to include accounts receivable and payable on a weekly basis, ensuring best practices for cash handling and fiscal handling at a non-profit organization.
- Manages all purchasing and contracts.
- Works with the Executive Director regarding health and property insurance needs and review of annual premiums.
- Provides administrative support for building and grounds needs, including the contracted janitorial services.
- Manages all permitting and non-profit compliance issues including annual charitable solicitation license, and other tasks related to nonprofit compliance.
- Point of contact for annual audit.

Board Support

- Prepare and distribute the Board Packet prior to meeting.
- Attend Board Meetings and take meeting minutes.
- Maintain Board Documents including director files, manuals, minutes and official board packets.

Technology Oversight:

- Manages technology processes and implementation of new programs/software, as well as manages any problems with systems by working with contracted technology consultant.

Human Resources Administration:

- Responsible for updating organizational policies and procedures, as well as employee handbook. Keeps staff apprised of policies and any changes during monthly staff meetings. Responsible for the HR administration function for SLC assisting with hiring process, onboarding new hires, orientation and training of new employees, maintenance of staff continuing education records, vacation.
- Prepares timesheets electronically for Executive Director's approval and submits to bookkeeper for processing.
- Supervision of volunteers.

Team Responsibilities:

- Serve as part of the administrative team.
- Participate in staff meetings.
- Provide support to leadership team.
- Procurement of supplies.
- Daily cash management.
- Required to work on major fundraising events including the Annual Gala.

Position Requirements:

- Task oriented, efficient and attentive to detail.
- 3+ years of applicable experience at a nonprofit organization or comparable experience.
- Excellent time management and organization skills required.
- Strong interpersonal and verbal/written communication skills with ability to communicate effectively with donors, team members and Board Directors in a supportive and professional manner.
- Proficient in database management, preferably Donor Perfect. Microsoft Office and G-Suite applications, ability to create spreadsheets and run reports.
- Project management skills preferred.
- Ability to work in a fast -paced, change-oriented environment.
- Must be able to serve all donors and patients regardless of their age, disability, national origin, religious belief, veteran status, race/color, genetic information, marital status, gender identity and sexual orientation.
- Must have a valid driver's license and be able to successfully pass criminal background check.
- Believe in the mission of the Sacramento Life Center.

Please send resume and cover letter as PDF attachments via email to: hiringcommittee@saclife.org

Please include a brief description as to why you think you are the best candidate for this position in your cover letter.

Apply by: 01/21/2022