

## **JOB DESCRIPTION**

**Title** Business Manager

**Qualifications**

1. At least five years experience in a business office with knowledge of accounts payable, accounts receivable, payroll and payroll taxes, and GAAP.
2. Computer proficiency with knowledge of Microsoft Access, Microsoft Excel, Microsoft Word, Peachtree Accounting and ADP software.
3. Must be able to work independently, have superior organizational, communication and time management skills.

**Reports To** Executive Director

**Supervises** Assistant Business Manager

**Job Goal** The Business Manager is responsible for maintaining all accounts payable, accounts receivable, payroll, payroll taxes, employee pension, 401(k) and 457(b) plans, conference and convention registrations, monthly financial reports, Association budget, and all other financial and accounting information, including renewals of memberships and other NJASA services in Association data-base files.

**Performance Responsibilities**

1. Supervise Assistant Business Manager in all aspects of her Business Office duties, including billings and collections.
2. Knowledgeable in all areas of accounts payable. Prepare bill lists for approval, and pay all Association bills.
3. Knowledgeable in all areas of accounts receivable. Process all checks received and deposit to appropriate accounts.
4. Maintain all Association bank accounts, including General Operating, Payroll, Legal Defense Fund, Dental/RX/Vision Fund, and Foundation accounts.

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5. Prepare all financial reports, including the Association budget, as required by Executive Director, Department Heads, Executive Committee, pension actuaries, insurance agents and auditors.
6. Prepare bi-weekly payroll for NJASA employees.
7. Prepare various reports and accounts for yearly audit.
8. Prepare pension census reports for actuarial consultants.
9. Maintain all Association insurance policies, including Worker's Compensation, D & O Liability, Attorney Liability, General Liability and Fiduciary Liability.
10. Coordinate with Office Manager regarding Human Resources, including health, disability and life insurances for employees.
11. Maintain employee pension, 401(k) and 457(b) contribution accounts.
12. Serve as fiduciary for all retirement plans as noted above.
13. Process and maintain renewals for active, retired and Allied memberships, Research Publications and Professional Development Subscriptions.
14. Administer Membership Life Insurance Program, including all annual census reports for ING and beneficiary claims.
15. Maintain memberships, Research Publications and Professional Development Subscription databases in Access.
16. Maintain NJASA active, retired and Allied online membership directories and member website access directory.
17. Process registrations and maintain databases for all Association conferences, including Spring Conference, Techspo, Golf Classic and Summits.
18. Reconcile all district usage of Professional Development Series Subscription.
19. Process confirmations, badges and registration lists for all conferences.
20. Manage on-site registration for all conferences.