

FAMILY COUNSELING SERVICES OF NORTHERN ILLINOIS

Date prepared: March 23, 2021

Position Title: Business Manager

Reports to: Executive Director

Broad Scope and Purpose of the Position: This position manages the agency's finances, medical billing, and collections, as well as supervises the clerical staff, performs all Human Resources duties, and has responsibility for some IT related functions. Ensures agency compliance with accounting, human resources, HIPAA, medical billing and insurance, and other regulations and laws.

Essential Duties and Responsibilities:

- Maintains various ledgers for financial transactions including accounts payable, accounts receivable, and payroll in Quick Books accounting software system.
- Prepares all financial statistical reports including fiscal and monthly financial reports.
- Prepares payroll data and related tax forms including 1099's, W-2's, W-3 reconciliations and 941's. Also prepares necessary federal and state reports including the 5500.
- Prepares all accounts payable checks for appropriate signature.
- Prepares correspondence relative to fiscal management in response to various governmental units.
- Compiles materials for and is available to the certified public accountants that perform FCS's annual audit.
- Assists in the preparation of agency budget and assists the Executive Director in the fiscal planning function.
- Prepares and provides financial information needed for grant applications, grant tracking, and grant reports.
- Responsible for collection of accounts receivable and resolving billing issues.
- Directly supervises four part-time clerical staff, coaches employees to enhance performance, and conducts performance appraisals, salary administration and disciplinary/remedial action plan to ensure optimal employee performance.
- Determines need, secures approval, and orders appropriate levels of supplies, materials, and equipment.
- Maintains accurate and up to date employee files.
- Conducts new employee orientations and coordinates necessary training.
- Sets up employee access to various software and systems.
- Assumes other duties as assigned.

Knowledge and Experience

- Bachelor's Degree in accounting or related field, or an equivalent combination of education and related work experience.
- Three years of accounting/business management experience using Quick Books
- Two years of supervisory experience.
- At least one year experience in a not-for-profit environment preferred.

- At least one year EMR billing experience.
- Thorough knowledge and understanding of Quick Books accounting software.
- Thorough knowledge of governmental filing requirements related to taxes and not-for-profit organizations.
- Proficiency using Excel, Word, and other common business software.
- Ability to maintain confidentiality and exercise good judgement.
- Strong written and verbal communication skills.