

**Depression and Bipolar Support Alliance Greater Houston
Job Description**

Title: Business Manager

Reports To: President & CEO

Summary: Primarily responsible for the ethical oversight of DBSA's financial resources in accordance with generally accepted accounting principles, managing human resources and operational activities in compliance with industry best-practices.

Supervises: Program Associate

Responsibilities

Finance

- Follow GAAP to recommend, establish and administer all accounting policies, functions, systems and control procedures to ensure the financial health of the organization.
- Manage, and ensure compliance with, the DBSA annual budget.
- Formulate annual budgets with CEO, Board Chair, Finance Committee, Development Director, and VP of Programs.
- Collect appropriate data and work with auditors to prepare annual DBSA audit report and IRS Form 990.
- Analyze, generate and prepare all financial reports.
- Track all restricted and non-restricted grant disbursements.
- Carry out all bookkeeping activities, including payroll, IRA contributions, employee expense reimbursements, accounts receivable, accounts payable and cash management.
- Perform bank reconciliations and credit card reconciliations with all corresponding proof and documentation.

Operations/Office Management

- Assure compliance with all of DBSA's policies, procedures, standards and applicable regulatory requirements.
- Oversee operations crisis management, required insurance policy renewals, vendor contract negotiations and management, maintenance and replacement of information systems, office equipment and supplies.

Human Resources

- Evaluation and renewal of all employee benefits.
- Collect and update employee paperwork, maintain personnel records, ensure completion of annual background checks, and compliance with agency protocols.
- Administer employee onboarding and offboarding processes.

Requirements

- Bachelors Degree in Business, Accounting or Finance plus five (5) years professional experience in nonprofit accounting, HR and office management.
- Strong understanding of generally accepted accounting practices (GAAP)
- In-depth knowledge of nonprofit accounting principles and procedures.
- High level of expertise in budget development and financial management.
- Proficiency with Quick Books and Microsoft Office applications.
- Ability to work well in a team on strategic planning, input and evaluation.
- Empathetic and willing to help people who call DBSA for information and assistance.
- Professional demeanor
- Comfortable working with DBSA Board Members and major donors.
- Excellent organizational and critical thinking skills.

This job description in no way states or implies that these are the only responsibilities of the position. He/she will be required to follow any other instructions or perform any other duties as requested by the CEO, Board Chair or DBSA board of directors. Essential elements may change when necessary.

Please submit resume and cover letter to m.collins@dbsahouston.org