



Job Description: Business Support Manager

Reports to	CFO
Job Type	Part-time to Full-time Exempt with flexible work weeks
Location	This is a home-based position that is mobile, requiring some travel.
Position Supervises	N/A
Qualifications	Bachelor’s Degree in a health-related field or related healthcare experience. Demonstrated time management skills. Excellent communications, networking, and reporting skills. Able to work independently with minimal supervision. Experience with payroll processing and financial management. Proficient in Microsoft Office Suite and Google Suite. Ability to exercise good judgment and be responsive to time sensitive organizational priorities and competing demands.
Physical Requirements	Sitting, standing, walking, reaching, keyboarding and the ability to occasionally lift up to 40 pounds.

Position Description

The Business Support Manager provides essential support to the CFO, CEO, and organizational leadership across key operational areas, including administrative functions, financial management, human resources, and member relations. Core membership responsibilities include coordinating the annual membership campaign and maintaining the DHS Volunteer Healthcare Provider (VHCP) Program database. Financial and HR responsibilities encompass maintaining personnel files, coordinating payroll processing with a third-party vendor, managing accounts receivable and payable, and overseeing employee benefits. The position also supports financial reporting to staff, the Board of Directors, and grant funders, as well as assists in preparing the annual budget.

Areas of Responsibility

Member Relations

- Organize and lead the annual membership campaign.
- Maintain and update the membership database.
- Assist with recruiting new WAFCC members.
- Maintain the DHS VHCP database and support clinic leaders in managing volunteer provider documentation.

- Oversee the VHCP grant, including preparing the monthly financial management report for staff finance meetings.
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Financial Management

- Provide collaborative, reliable financial management to support WAFCC's programs and ensure compliance with all contractual requirements.
 - Maintain accurate and timely financial records and reports; stay current with all applicable federal and state regulations governing grant administration and audits.
 - Manage accounts receivable and payable, cash receipts, payroll, the general ledger, subsidiary ledgers, financial reports, and tax filings in alignment with WAFCC policies and procedures.
 - Review and reconcile all accounts on a monthly basis.
 - Assist in preparing financial reports for the Board of Directors.
 - Oversee grant expenditures and ensure compliance with state and federal regulations.
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Human Resources

- Maintain personnel files, including applications, time-off records, and annual background checks.
- Coordinate payroll processing with a third-party vendor.
- Request reimbursements from grantors.
- Submit quarterly VISTA spending reports.
- Manage WAFCC office supplies and organizational assets.
- Participate in staff trainings, workshops, retreats, WAFCC events, and other professional development opportunities.
- Perform additional duties as assigned.
- Provide collaborative, reliable financial management to support WAFCC's programs and ensure compliance with all contractual requirements.
- Maintain accurate and timely financial records and reports; stay current with all applicable federal and state regulations governing grant administration and audits.
- Manage accounts receivable and payable, cash receipts, payroll, the general ledger, subsidiary ledgers, financial reports, and tax filings in alignment with WAFCC policies and procedures.
- Review and reconcile all accounts on a monthly basis.
- Assist in preparing financial reports for the Board of Directors.
- Oversee grant expenditures and ensure compliance with state and federal regulations.
- Request reimbursements from grantors.
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