

## NA LEO O HAWAII JOB DESCRIPTION

EFFECTIVE 11-22-2021

**TITLE:** BUSINESS MANAGER  
**DEPARTMENT:** MANAGEMENT  
**REPORTS TO:** PRESIDENT/CEO  
**FLSA STATUS:** EXEMPT  
**FTE:** FULL TIME  
**SALARY RANGE:** TBD

**POSITION SUMMARY:** Oversees the NLOH Administrative Services Department. Answers directly to the President/CEO. Duties and responsibilities include, but are not limited to, the primary list below and other inherent duties and responsibilities associated with such position.

### **DUTIES AND RESPONSIBILITIES:**

- Serves as the chief financial, human resources, and administrative services officer for NLOH
- Manages day to day fiscal, human resources, and administrative operations of NLOH
- Is the immediate supervisor for the following:
  - Administrative Services Specialist**
  - Accounting Clerk**
  - Human Resources Specialist**
  - Administrative Assistant & Client Services Specialist**
  - Office Manager**
- Works closely with the President/CEO, Board and its Officers and Committees
- Carries out all financial policies and procedures according to law, rules, and guidelines, including Internal Control Procedures
- Carries out human resource policies and procedures according to law, rules, and guidelines, including the Employees Manual
- Ensures that all Administrative Services (fiscal, human resources, facilities, support staff to the President/CEO and to the Board) are run efficiently and are consistent with Management's Directives
- Responsible for preparing and overseeing implementation of the operational and capital budgets, equipment purchases, financial and inventory audits, grants, investments, payroll, recruitment, investments
- Is the liaison for employees with regards to management fiscal, human resource, other administrative functions
- Capable of representing President/CEO on behalf of NLOH at events/meetings when CEO cannot attend
- All other duties as assigned by the President/CEO.

## **QUALIFICATIONS AND REQUIREMENTS**

- A college degree in Business Administration or related field, or a minimum 10 years of work experience with 5 years documented as management, can be considered as replacement of a college degree.
- Strong spoken and written communication skills.
- Great team leadership skills, and ability to motivate people to work beyond their comfort levels, while achieving maximum results while staying within required budgets.
- Ability to effectively use computer software and websites for completion of daily tasks.
- Ability to interact positively and professionally with the community, constituents, supporters, and staff.
- Ability to manage multiple projects simultaneously and to complete tasks thoroughly, efficiently, and on schedule.
- Able to read financial reports, create budgets, and understand audits; able to write for grants, foundational requests; able to oversee human resource processes.
- Availability to work a flex schedule that includes evening and weekend hours.