Job Description: Business Manager

Position Title	Reports to	Indirectly Reports to
Business Manager	Executive Director	Development Director
Employment Status	**FLSA Status (HR Selected Only)**	**Work Schedule**
☐ Temporary ☐Full-Time ☒ Part-Time	☒ Non-Exempt ☐ Exempt	9:00 a.m. – 3:00 p.m., four days per week
Bonus/Commission Eligible	**Pay Range**	**Effective Date**
☐ Bonus ☐ Commission ☒ Not Eligible	$32-$35/hour	

POSITION SUMMARY:
The Business Manager supports the financial, administrative, and operational functions of L'Arche Atlanta, ensuring accuracy, efficiency, and compliance across systems and processes. This role manages bookkeeping, payroll, and reporting; oversees credit card and donation reconciliation; and maintains smooth office and technology operations. The Business Manager also supports human resources activities such as hiring logistics and new employee onboarding, coordinates maintenance and repair needs for community properties, and serves as custodian of all organizational keys. This position plays a vital role in sustaining the organization's daily rhythm, financial integrity, and operational excellence.

Location: L'Arche Atlanta's administrative office is located on the second floor of the Legacy Park Administration Building in Decatur, Georgia (500 South Columbia Drive, Decatur GA 30030).

ESSENTIAL DUTIES & RESPONSIBILITIES:
*** This section for the job description is not intended to be a comprehensive list of duties and responsibilities of the position. The omission of a specific job function does not absolve an employee from being required to perform additional tasks incidental to or inherent in the job. Performance of lower-level duties may be required.*

- Pay all bills, process payroll, prepare checks for signature, and manage the organizational credit card system.
- Verify and record transaction details; prepare and format regular financial reports.
- Enter donations and gifts into the donor CRM and reconcile revenue with QuickBooks.
- Deposit checks, process mail, and maintain accurate financial and donor records.
- Conduct monthly Medicaid billing and ensure timely, accurate submission.
- Serve as point person for the annual audit and track annual registrations.
- Monitor the office email account and troubleshoot phone, internet, and printer issues.
- Organize and maintain both digital and physical filing systems.
- Restock and manage office supplies.
- Maintain custody of all organizational keys and manage facility access systems.

- Coordinate maintenance and repair needs for L'Arche Atlanta's homes and office spaces.
- Provide administrative support to hiring processes, including communication with candidates and scheduling interviews.
- Support onboarding of new employees by preparing materials, coordinating access, and ensuring smooth transitions.
- Provide logistical and administrative support for community events as needed.

REQUIRED SKILLS & QUALIFICATIONS:

- Associate's degree in business, accounting, or related field—or equivalent experience.
- At least two years of experience in bookkeeping, payroll, or nonprofit administration.
- Working knowledge of QuickBooks Online and CRM/database systems.
- Strong attention to detail, organization, and follow-through.
- Demonstrated ability to work through tasks efficiently and accurately while meeting recurring deadlines.
- Proficiency with Microsoft Office Suite and Google Workspace.
- Discretion and professionalism in handling confidential information.
- Excellent written and verbal communication skills.
- Ability to manage multiple priorities independently and adapt to evolving needs.
- Able to pass a background check (no prior history of crimes against other people, financial exploitations, or crimes related to the manufacture, delivery, or possession with intent to manufacture or deliver a controlled substance)
- Proficiency in the Monday.com project management ecosystem is a plus.

SUCCESS FACTORS:

- Demonstrates reliability, accuracy, and a commitment to stewardship of resources.
- Communicates clearly and courteously with staff, vendors, and community members.
- Takes initiative to identify and resolve issues that ensure smooth daily operations.
- Embodies the values of L'Arche—respect, inclusion, and shared responsibility—through collaboration and hospitality in all interactions.

PHYSICAL DEMANDS:

- Regularly required to sit, stand, and move within an office environment.
- Must be able to lift up to 20 pounds occasionally (e.g., supplies, files).
- Frequent use of computer, printer, and phone systems.