

Easterseals Washington Job Description

Job Title: Business Manager
Department: Child Development
Accountability: Reports to the Director of Child Development

Position Summary: The Business Manager will coordinate the management of day-to-day program operations and function as the administrator in charge when the Director of Child Development is not on site. The Business Manager will perform the duties of other center staff as needed.

Duties and Responsibilities:

- Manage daily office operations
- Handle incoming calls and in-person interactions with professional and friendly customer service
- Manage accounting functions including billing, accounts receivable, and financial reporting for state office
- Assist in developing the annual budget
- Lead, facilitate, and sustain effective marketing efforts to ensure utilization aligns with business goals
- Fulfill the support role necessary for ECEAP expansion, if applicable
- Maintain administrative and student records in compliance with regulations
- Act as liaison with state office for areas of responsibility
- Oversee and coordinate facility maintenance services for site
- Responsible for inventory and ordering supplies
- Coordinate and complete filing of statistical reports, including required state or federal human services department quarterly reports, or other local jurisdiction documentation
- Serve as emergency coverage cook for facility
- Ensure following Child and Adult Care Food Program guidelines and conduct accurate documentation
- Coordinate programs for the center as applicable
- Perform any childcare related duties as assigned

Skills and Educational Requirements:

- Must be 21 years old or older
- Master's degree (Business Administration preferred) or a minimum of six years of successful leadership, administrative, and supervisory experience at a CDC.
- Six months' experience in program management or equivalent
- Must complete licensing orientation with the Department of Children, Youth, and Their Families (DCYF).
- Demonstrated experience managing operational budgets and accounting activities
- Ability to objectively assess and respond to emergencies and day to day situations
- Ability to make appropriate decisions and work independently
- Excellent administrative/computer skills
- Extensive customer service experience
- Must complete Easterseals Washington (ESW) Corporate Orientation and CDC department

- orientation training
- Must pass Washington State Department of Early Learning (DEL) background check (and federal background check if applicable) and maintain background check compliance.
- Must provide documentation of Tuberculosis (TB) testing or treatment as specified in the WAC 110-300-0105.
- Must provide documentation that satisfies Washington State’s Measles, Mumps & Rubella (MMR) vaccination requirements
- Must have and maintain a valid hands-on Basic Life Support (BLS) certification
- Attain a valid food handlers permit and blood borne pathogens certificate within 30 days of hire and maintain certifications
- Must communicate well with children, families, employees and stakeholders
- Commitment to Easterseals’ Purpose Statement: Changing the way the world defines and views disabilities by making profound, positive differences in people’s lives every day
- Must have proof of U.S. citizenship or right to work
- Complete all training and certifications required by state licensing

Inter-relationships:

The Business Manager will interact with supervisors, coworkers, direct reports, children, and parents on a regular basis. A professional demeanor and flexible approach are required, as is knowledge of who to refer to when faced with an unfamiliar issue.

Working Conditions:

Duties will be performed at the front desk with occasional duties in the classroom, the kitchen, and on the playground. Occasional travel to other offices and/or childcare facilities may be necessary.

- Able to lift up to 40 lbs. up to 20 times per day
- Ability to frequently change position: stand, sit, stoop, kneel, bend, and carry children
- Must be highly flexible and adaptable, able to respond quickly to the changing needs of children, families and ESW
- Work hours may vary to meet the needs of the center

Prepared By: Vice President of Programs

Approved By: Vice President of Human Resources

By signing below, I acknowledge that I fully understand and accept these job requirements.

Employee Print Name

Employee Signature

Date