



Bainbridge Island Ambulance Association

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Job Description: Business Manager

Position Title: Business Manager
Payroll Classification: Salary (\$40,000 to \$55,000) DOE
Reports To: Ambulance Board of Directors
Status: Full Time
Benefits: Medical/Vision/Dental Ins., 401K, progressive Vacation time & Sick Leave (8 hours month)

Major Function and Purpose:

The Business Manager is accountable for managing the business and administrative affairs of the association, and for association's financial and human resource functions. The position is administrative in nature and provides staff support to the board in strategic planning, financial management, personnel management, project management, public relations and intergovernmental relations.

Reporting Relationships:

The Business Manager reports directly to the Bainbridge Island Ambulance Board of Directors.

Job Duties:

The Business Manager handles the association's daily and long-term business needs. Examples of duties and programs responsibilities are as followed:

- Policy and Program Development: Work with the board members and other members/committees to analyze the cost and service implications of new or modified programs. Identifies policy issues and writes issue papers for review by the board members. Drafts and reviews policies/procedures related to assigned areas of responsibility.
- Planning: Develops strategies for funding programs, services and capital acquisition to carry out the mission, values and vision of the association and to sustain long-term effectiveness and fiscal stability of the association.
- Financial Management: Oversees accounting functions. Assist accounting personnel with developing the annual budget and multi-year financial plans. Insures compliance with audits, general accepted accounting procedures, association financial policies and internal control. Recommends adjustments in budget and financial plans, consistent with the Board's policy direction. Conducts monthly fiscal review to insure expenditures are in line with budgeted limits.



Bainbridge Island Ambulance Association

- Personnel Management: Serves as the association's human resource administrator. Coordinates hiring and selection processes and makes recommendations to the board. Handling internal investigations, grievances, and disciplinary proceedings, with the support of the board. Coordinates implement of association's performance's evaluation system and serves as a resource and for the board and Medical Service Officer (MSO). Researches employment laws and regulations. Evaluates and analyzes financial impact of employee benefit programs in compliance to a 501-C3. Implements and manages programs, and communicates provisions to staff. Serves on Kitsap Council Board.
- Management of Equipment Acquisitions: Support the Board members in acquisition of capital improvements involving vehicles, equipment, and facilities and monitor project cost. Accountable for following State laws and regulations governing all acquisitions of supplies and equipment in compliance to 501-C3 regulations. Maintain inventory & purchases for the office & medical supplies.
- Public and Intergovernmental Relations: Support board members and MSO in public events, including preparation of factual materials. Prepares press news articles, press releases, and other information for citizen education. Insures that business or administrative inquires and/or complaints are handled in a timely and responsive manner, consistent with approved polices.
- Supervision: Supervises and conducts performance evaluations for Office Assistant, MSO.
- Board Members: Supports Business Manager in developing policy recommendation to the board. Attend meeting & workshops at the request of the board.
- Other Duties/Assignments: Serves on association standing committees and ad-hoc committees when directed by board members. Performs other duties and special projects as assigned by the board members.

Qualifications:

1. Required Qualifications:

- Degree in business administration, accounting, or public administration, or 3-5 years field experience.
- 5 years of progressive management experience
- 5 years of human resource administrator, including the preparation and administration of hiring and selection processes.
- Experience with compliance and completion of W-4's, I-9 Immigration and Naturalization as required by law.
- Strong knowledge of HIPPA rules and regulations.
- 3 years' experience in Emergency Medical Service (EMS) or strong knowledge
- Excellent writing skill and oral communication skills in person and on the phone.
- Proficient in use of computer programs (word processing, MS Office, spreadsheets, presentation) and have the ability to learn new systems quickly.
- Experience in developing and preparing long range financial plans



Bainbridge Island Ambulance Association

- Experience in writing policies and procedures
- Must have the ability to work in a team environment.
- Valid Washington State driver's license
- Must complete a comprehensive background investigation to include criminal and former employment records.

2. Desirable Qualifications:

- Strong knowledge of rules and regulations for 501-C3 status.
- Experience and/or knowledge of Medicare, Medical Insurance
- Experience in writing for grants
- Certified Accountant and or familiarity with accounting practices
- Understand the need for sensitivity, confidentiality, and compassion for all clients using sound judgement at all times.

Personal Attributes:

The position requires a mature, self-confident individual who has the interpersonal skills to work well with all members of the Association and the general public. The individual is expected to work with limited supervision, comfortable working independently, self-motivating, ability to multi task, demonstrate initiative on projects, show a willingness to learn new information, and be a problem solver and exercise good judgment. The individual should be dependable and able to maintain emotional self-control in stressful situations. The individual should be able to accept advice and constructive criticism follow rules and regulations, and adapt to changing working conditions. The individual should convey a positive, professional attitude and contribute to the general well-being of the association. The individual should embrace the Mission & Values of the association

Working Conditions and Other Information:

Work is performed in an office environment and includes contact with association members as well as the public and outside agencies. On occasion, the Business Manager may be an observer at an emergency incident or serve as the Association's Public Information Officer (PIO). The Business Manager is not an emergency responder.

EEO Statement:

Bainbridge Island Ambulance Association is an Equal Employment Opportunity (EEO) agency.

This position description does not constitute an employment agreement between the Ambulance Association and the Employee and is subject to change as the needs of the Ambulance Association and requirements of the position change.