



POSITION TITLE: Business Manager

POSITION CLASSIFICATION: Full-Time, Exempt

SUPERVISOR: Executive Director

SALARY & BENEFITS Starting salary: \$47,000 to \$52,000. Full benefits package.

About the University YMCA

The University YMCA has been a vital part of campus and community life at the University of Illinois since its formation in 1873. The Y is an intergenerational organization. We play an important role in developing students into leaders who share a commitment to making our world a better place, and in supporting all who seek to make our communities a place where everyone can flourish. We have a proud legacy of responding to community needs and serving as a bridge between the university and community by working for social justice, protecting our environment, encouraging interfaith collaboration and promoting global engagement.

Position Description

We seek an experienced colleague to serve on our staff team as our Business Manager, supporting our efforts as a student-centered, community-focused organization.

This public-facing role provides critical support for this dynamic set of programs, partnerships, and activities. We are a complex, independent non-profit organization with a nearly \$2.5M operating budget, 20 diverse staff, and more than a dozen student workers and interns. Our primary facility is home to several non-profits and university units, the Y Thai Eatery, and a 12-bed residence hall. Each year, we host more than 350 events and meetings and serve as the fiscal sponsor for 13 student organizations. Our New American Welcome Center (NAWC) program, located off-site, receives more than \$1M in annual grant funding. This position collaborates with NAWC staff on financial activities.

Reporting to and working directly with the Executive Director, the person in this role is responsible for a diverse array of office and bookkeeping tasks, ensuring the Association runs smoothly on a day-to-day basis. Strong project management and excellent interpersonal skills are a must.

This position is on-site, generally 9:00-4:30P daily, with some scheduled weekend and evening activities as needed as part of our staff team.

Responsibilities

The essential duties and responsibilities for this at-will position are carried out in collaboration with staff colleagues, students, and community board members in two areas: Financial Management and Office Management.

Financial Management

- **Oversee accounts payable and receivable** by processing invoices, issuing payments, and preparing billing for residents, tenants, and facility users and deposit checks.
- **Maintain accurate financial records** by reviewing bank activity and financial transactions, and organizing digital files for audits.
- **Administer payroll and benefits** by processing staff and student timesheets, ensuring compliance with Federal Work Study requirements, and managing retirement and health benefit contributions.
- **Ensure compliance with tax and reporting requirements** by preparing and filing W-2s, 1099s, and other year-end documentation.
- **Process and monitor donations** by recording contributions in Raiser's Edge, reconciling merchant services, and generating acknowledgment letters and tax statements.
- **Prepare timely financial reports** to support staff, board committees, and program oversight.

Office Management

- **Supervise front desk operations** by scheduling, hiring, and training student assistants to ensure effective coverage.
- **Maintain office efficiency** by managing supplies, equipment, postage accounts, and room reservation systems.
- **Provide administrative support** by answering phones, monitoring general email accounts, sorting mail, and preparing bulk mailings.
- **Support organizational communications and events** by preparing labels and lists, coordinating hospitality, and maintaining a welcoming office environment.

Required Qualifications & Skills

- Bachelor's degree or comparable work experience.
- 2+ years of experience with Quickbooks Online, Quickbooks, or comparable financial applications.
- Possess essential computer skills and familiarity with Microsoft Office/Google Suite and Workspace.
- Demonstrated ability to manage complex projects and work flows, both independently and as part of a team.

Preferred Qualifications & Skills

- Experience with grants management and/or fund accounting.
- Experience or familiarity with donor databases such as Raiser's Edge
- Experience working with / mentoring young adults
- Familiarity with bulk mail regulations and procedures

Compensation and Benefits

The salary range for this position is \$47,000 to \$52,000. Final salary will be commensurate with experience and background, and with attention to equity for all personnel in the organization. We currently have less than a 3:1 ratio between our highest and lowest paid full-time employees.

A generous benefit package is available, including three weeks of paid vacation leave plus additional paid holidays, paid sick and parental leave, employee and dependent life, health, dental and vision insurance, and the participation in the National YMCA Retirement Fund after two years of employment, as well as other retirement savings programs. Benefit eligibility and coverage details can be provided upon request.

How to Apply

Interested applicants should send the following materials to jobs@universityymca.org with the subject line "Business Manager Application": your current resume; contact information for three (3) references; cover letter explaining how your experience aligns with these qualifications and why you see yourself at the University YMCA.

Applications will be reviewed on a rolling basis until the position is filled. For fullest consideration, submit your application materials by November 3, 2025.

Questions may be sent to the search chair: Sydney Curts, sydney@universityymca.org

All employment with the University YMCA is at-will. We conduct background and motor vehicle record checks on finalists prior to extending an offer of employment.

The University YMCA is committed to equal opportunity for and affirmative action in the employment and advancement of an inclusive and diverse staff. The Association will not engage in any discrimination or harassment against any person because of race, color, religion, religious preference or opinion, sex (including pregnancy), gender identity, national origin, ancestry, age, family responsibilities, marital status, disability, sexual orientation, personal appearance, political affiliation, unfavorable discharge from the military, status as a veteran of military service, prior arrest or conviction record, source of income, or any other discrimination based on categorizing or classifying a person which is not based upon factual data about the persons or group and is not related to the purpose for which it is used. This nondiscrimination policy relates to volunteer engagement, membership, employment, and access to and treatment in programs, activities and facilities.