SUPPORT CENTER FOR CHILD ADVOCATES

Position Available: Business Manager

The Support Center for Child Advocates, a legal and social services agency dedicated to child and family well-being, seeks a highly motivated and competent Business Manager to join our team.

Summary: The Business Manager will be responsible for administering Human Resources and Finance policies and procedures in a collegial environment committed to professionalism, diversity and inclusion. Fulltime position, reporting to Controller.

Specifically, the Business Manager will:

- Support leadership team on creation and implementation of applicable HR policies and procedures.
- Develop strategies to promote positive employee engagement which support diversity and an inclusive workplace.
- Implement and monitor new performance review system.
- Provide counsel on employee relation issues, including performance management and improvement, investigations, and general inquiries.
- Be responsible for onboarding and offboarding activities with employees.
- Support Controller in management of accounts payable, accounts receivable & banking, staff expenses, budget development, audit prep and auditor field visits.
- Manage vendor relations for office equipment, transportation support.
- Lead overall review and implementation of benefits/vendor selection for open enrollment and ongoing benefits needs.
- Ensure compliance with applicable laws, ordinances, and practices.

Qualifications & Benefits:

- Bachelor’s degree in Human Resources, Finance, Business or related field is preferred. Accounting background, HR certification preferred.
- 5+ years of experience as HR generalist with demonstrated knowledge of relevant laws and regulations is necessary.
- Demonstrated abilities to handle difficult situations, evaluate potential outcomes neutrally, maintain confidentiality, and make sound decisions in a fair and consistent manner are required.
- Ability to communicate effectively and professionally to all levels of the organization is essential.
- Problem-solving ability, critical thinking skills, adaptability, and integrity are needed skills and competencies.

Salary: $60,000 annual (based on experience). Benefits incl. health, disability & life insurance, 401-K, cafeteria plan for dependent care expenses, and generous leave program.

Child Advocates does not discriminate in any aspect of employment on account of race, color, religion, national origin, age, sex, sexual orientation, disability, veteran status, or any other basis prohibited by law.

Apply to: Business Manager Search, Support Center for Child Advocates, 1617 John F. Kennedy Blvd., Suite 1200, Philadelphia, PA 19103 or email cover memo and resume to: personnel@SCCALaw.org (include “Business Manager Search” in subject line).