



Mission Statement: Mercy Clinic exists to show Christ's love and compassion by providing free health care, spiritual care, and assistance in self-help to the underserved population of south Fort Worth. This ministry is guided by the actions of Jesus as described in Matthew 9:36. "When Jesus saw the crowds, he had mercy on them, because they were harassed and helpless, like sheep without a shepherd."

Mercy Clinic Business Manager Position Description

Title:	Business Manager
Full or Part Time:	Part Time
Paid or Volunteer:	Paid – Hourly
Hourly Rate:	\$20-\$25, depending on experience (is not benefits eligible)
Reports To:	Executive Director
Supervises:	This position has no direct reports
Committees:	Works regularly with the Board's Treasurer and Directors of Board Sub Committees – Facilities & Development
Other Relationships:	Works with Vendors, Sponsors, and Community Partners

The Role:

The Business Manager of Mercy Clinic is a leader who helps Mercy Clinic achieve its mission and supporting objectives. The Business Manager is responsible for the financial activities, related reporting and business functions of the health center. Responsibilities include, but are not limited to, Financial Management, Business Operations, Development, and Human Resources.

Financial Management and Business Operations

- In coordination with the Executive Director, manage and prepare all financial reports for the clinic, to include budget preparation, P&L, and Income/Expense (Monthly and YTD)
- Assist in preparation of all tax and business forms, including Form 990 and annual 1099
- Monitor and report on the clinic's financial health
- Responsible for real-time financial reporting as directed by the Executive Directed
- Manage Accounts Receivable & Payables
- As directed, administer Mercy's request for vendor bids processes
- Track and report on clinic funds held by financial institutions
- Function as Mercy's controller, ensuring compliance with policies and procedures related to financial and internal controls
- Administer all insurance policies and contracts

Development

- Manage the financial aspect of all fundraising events to include registration & ticket sales, budget, revenue, expenditures, and profits
- Pull reports from fundraising software
- Manage capital campaign funds
- Keep track of restricted funds, i.e., grant and capitol campaign funds
- Assist in grant proposals as requested by the Executive Director

Human Resources

- Oversee payroll for employees
- Track all employee HR records and file as needed
- Manage personnel issues consistent with employee policies
- Update and keep current Employee Handbook
- Track employee PTO
- Assist in preparation of job descriptions and researching market salaries of new employees

Qualifications

- Bachelor's degree in business related field (preferred)
- At least one year of experience in a position related to business management
- Exceptional organization and communication skills
- Experience with nonprofit and or medical clinic business models (preferred)
- Bi-lingual fluency in English and Spanish (preferred)
- Strong proficiency with Excel and QuickBooks
- Will champion Mercy Clinic's statement of faith and Mercy's HR policies and be known as an active follower of Christ