



Business Manager Job Description

The Business Manager position performs the daily financial and accounting responsibilities for First Tee - Greater Philadelphia (FTGP), the Walnut Lane Golf Club (WLGC) and the John F. Byrne Golf Club (JFBGC) with oversight by the Executive Director and FTGP Finance Committee.

Responsibilities include:

- Process bi-weekly payroll for approximately 30-70 employees
- Oversee new employee enrollment with PEO, Clear Employer Services, online portal to include benefit elections
- Manage Paid Time Off for all employees
- Submit, process and reconcile all deposits for both First Tee, WLGC and JFBGC
- Manage inventories at WLGC and JFBGC
- Monitor office supply levels and reorder as necessary
- Oversee and pay state and city sales, liquor and related taxes
- Manage the POS systems at WLGC and JFBGC
- Manage and reconcile organization bank cards
- Work with PwC Insights Officer team who handles month-end close, billing, invoicing and accounts payable
- Process and record staff expenditures and donations for the organization
- Process applicable online billpay for repayment of expenditures
- Look for cost saving opportunities to benefit the organization
- Assist with oversight of all Insurance policies
- Monitor and track all fixed assets
- Assemble information for external auditors for the annual audit
- Assist month-end and year-end close financial reporting to include:
 - 990 filing
 - BCO-10/23 filing



- Issue monthly financial statements and balance sheet and provide analysis
- Produce and maintain the annual budget(s)
- Assemble information for external auditors for the annual audit
- Maintain an orderly accounting filing system
- Perform other duties as assigned

A finance or accounting degree is preferred. Job requires familiarity with Online QuickBooks and proficiency with Excel. Not-for-Profit work experience is a plus.

Job is performed within a 40 hour work week at either the Walnut Lane Golf Club or John F. Byrne Golf Club in Philadelphia, Pa.

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