



Bakersfield Kern Regional Homeless Collaborative Business Manager

Disclaimer: Job descriptions are written as a representative list of the ADA essential duties performed by a job class. They cannot include nor are they intended to include all duties performed by all positions occupying a class.

Salary Range: Grade 3

FLSA Status: Exempt

Date Approved: July 28, 2026

SUMMARY:

Under the direction of the Executive Director, the Business Manager provides comprehensive operational, fiscal, and administrative leadership for the Bakersfield-Kern Regional Homeless Collaborative (BKRHC). This position oversees daily business operations, budget and fiscal management, contracts and procurement, payroll coordination, grants administration, compliance monitoring, and organizational policies and procedures in support of Continuum of Care (CoC) initiatives and homelessness response programs. The Business Manager works collaboratively with local governments, service providers, community partners, and external business service providers to ensure efficient organizational operations, regulatory compliance, financial accountability, and effective program implementation. The position also supports strategic planning, reporting, data management, and organizational development efforts to advance BKRHC's mission and community impact.

SUPERVISION RECEIVED:

Executive Director

SUPERVISION EXERCISED:

Fiscal Coordinator, Program Coordinator, Administrative and Events Coordinator

DUTIES AND RESPONSIBILITIES:

Disclaimer: This list is meant to be representative, not exhaustive. Some incumbents may not perform all the duties listed or may perform related duties as assigned. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

Essential Job Specific Duties:

- Supervise assigned BKRHC staff and oversee daily operations.
- Lead recruitment, onboarding, performance evaluations, and staff development.
- Develop and manage program and organizational budgets, including oversight of revenue and expenses, and vendor management.
- Maintain fiscal tracking systems and prepare financial and budget reports.
- Oversee organizational grants, contracts, purchasing and procurement procedures (i.e. requests for proposals).
- Develop and implement comprehensive operating program policies, best practices, and procedure guidelines.
- Provide technical assistance and consultation to program staff, partners, agencies, and local entities for effective implementation of grants, contracts, and program operations.
- Oversee office operations, facility management, and organizational health and safety protocols.

- Prepare and submit comprehensive financial and data reports in accordance with the U.S. Department of Housing and Urban Development (HUD) requirements, California Interagency Council on Homelessness (Cal ICH) and other grant funders; ensure all reporting deadlines are met.
- Build positive collaborations with Continuum of Care (CoC) partner agencies and other relevant agencies, and attend any necessary community meetings.
- Prepare reports and analyze data related to CoC system performance, grant compliance, and funding opportunities.
- Assist with data management and administrative support for selected projects.
- Develop reports, spreadsheets, presentations, and other materials for a variety of internal and external stakeholders.
- Support program data quality assessment and improvement efforts with CoC providers
- Support development and organization of service provider files, service contracts and amendments, and compliance monitoring
- Manage payroll and coordinate with external business service providers including accounting, human resources, technology services, legal services, and facility support
- Support planning and coordination of meetings, trainings, and organizational events.

Other Job Specific Duties:

- Attend all meetings, trainings, and conferences as assigned.
- Maintain a safe and functional work environment.
- Must be able to work alternative hours as required, including nights, weekends, and holidays.
- Communicate effectively, both orally and in writing.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

The requirements listed below are representative of the knowledge, skills, and abilities required to satisfactorily perform the essential duties and responsibilities.

Knowledge of:

- Agency policies, procedures, and nonprofit operations.
- Applicable federal, state, and local laws, regulations, and compliance requirements.
- Budget development, fiscal management, procurement, contract administration, and grant compliance.
- Modern office practices, administrative operations, and business technology.
- Microsoft Office Suite and related business software applications.
- Employment, public service, political, and health service systems.
- Human resources, payroll, and vendor coordination processes.
- Customer service, professional communication, collaboration, and stakeholder engagement practices.
- Data management systems and reporting platforms, including SQL, Tableau, and related systems preferred

Ability to:

- Deal with conceptual matters.

- Plan, organize, and manage multiple programs, projects, and priorities, including resource allocation
- Monitor program performance, compliance, and operational effectiveness.
- Communicate effectively, verbally and in writing.
- Demonstrate good interpersonal skills.
- Effectively present program information to the public.
- Establish professional working relationships with staff, agencies, and community members.
- Analyze and interpret statistical reports and legislation for program design and implementation, and support decision-making
- Monitor, analyze, and evaluate programs, including the development of system design and procedural guidelines.
- Exercise sound judgment, professionalism, and problem-solving skills.
- Work independently and collaboratively in a fast-paced environment.
- Attend evening and weekend meetings as needed.

EDUCATION AND EXPERIENCE:

The following requirements generally demonstrate possession of the minimum requisite knowledge and ability necessary to perform the duties of the position.

- Bachelor's Degree in Business Administration, Public Administration, Accounting, Finance or related field
- Four (4) years of progressively responsible administrative/management experience, including budgeting, program management, contract administration, procurement, operational oversight, community organization, public relations, or related experience.
- Two (2) years of supervisory or team leadership experience preferred.
- Experience with Accounts Payable/Receivable, QuickBooks, payroll, and financial reporting systems preferred.
- Any equivalent combination of education, training, and experience that demonstrates the required knowledge, skills, and abilities may be considered.

OTHER REQUIREMENTS:

- Possession of a valid California driver's license and state automobile insurance with an acceptable driving record, substantiated by a DMV printout.
- Successful completion of a Live Scan background clearance, physical examination, tuberculosis (TB) screening, and substance abuse screening as a condition of employment.
- Bilingual language fluency (English/Spanish) highly desirable.

WORK ENVIRONMENT:

The work environment characteristics described are representative of those employees' encounters in performing the essential functions of this job.

- Work is primarily performed indoors with some outdoors activities on occasion
- The noise level is moderate.
- Hazards are relevant to the work environment.

ESSENTIAL PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodation may be made to enable employees with disabilities to perform the essential duties.

POSITION TITLE: Business Manager

Activity	Hours Per Day	Never 0 Hours	Occasionally Up to 4 hours	Frequently 4-8 hours
Sitting				X
Walking			X	
Standing			X	
Bending (neck)			X	
Bending (waist)			X	
Squatting			X	
Climbing			X	
Kneeling			X	
Crawling		X		
Twisting (neck)			X	
Twisting (waist)			X	
Is repetitive use of hand required?				X
Simple Grasping (right hand)				X
Simple Grasping (left hand)				X
Power Grasping (right hand)			X	
Power Grasping (left hand)			X	
Fine Manipulation (right hand)				X
Fine Manipulation (left hand)				X
Pushing & Pulling (right hand)			X	
Pushing & Pulling (left hand)			X	
Reaching (above shoulder level)			X	
Reaching (below shoulder level)			X	

	LIFTING			CARRYING		
	Never 0 Hours	Occasionally Up to 4 hours	Frequently 4-8 hours	Never 0 Hours	Occasionally Up to 4 hours	Frequently 4-8 hours
0-10 lbs.			X			X
11-25 lbs.		X			X	
26-50 lbs.		X			X	
51-75 lbs.	X			X		
76-100 lbs.	X			X		
100+ lbs.	X			X		

A. Object Manipulation

1. Use the computer – press keys with both fingers, both hands.
2. Operate a telephone for communication purposes – reach, lift with hand, press keys with fingers.
3. Use pens and pencils to write/record data – grasp by thumb and finger.
4. Use office equipment such as copy machine, facsimile machine and calculator.

B. Simultaneous Object Manipulation

1. Talk on the telephone while writing notes/information.
2. Talk on the telephone while entering information on the computer