



# Operations Manager

## Position Description January 2012

### OVERALL JOB FUNCTION:

Responsible for coordinating the organization's human resource and financial functions, including coding of invoices and deposits, budgeting, bookkeeping, financial reporting, grants management, management of personnel benefits, coordination of insurance policies, and other administrative functions as needed.

### ESSENTIAL FUNCTIONS:

1. Assist Executive Director in development of annual budget. Monitor and track approved budget and advise executive director on expenditures.
2. Assist with grants management, including roll-overs, timely allocation, budget revisions, and closing dates. Process reimbursements and track expenses.
3. Prepare files, schedules, forms and reports for the annual audit.
4. Manage bookkeeping and correspondence with agency accountant.
5. Oversee payroll process and complete bi-weekly time sheet summary forms for payroll processing.
6. Manage coding and facilitation of weekly bill payments, bank deposits, and bank reconciliations.
7. Review and input benefit forms for new employees.
8. Manage day-to-day operations of the office including working with members, suppliers, and vendors.
9. Oversee insurance policies, general liability, workers comp, and other related contractual agreements.
10. Prepare year-end financials, schedules, forms and reports for Executive Director and annual report.
11. Other duties as assigned.

### MINIMUM JOB QUALIFICATIONS:

1. Bachelor's degree in accounting or similar field.
2. Knowledge of domestic violence and sexual assault advocacy. Familiarity with SCCADVASA or similar organization.
3. Five years of experience in non-profit accounting and grants management.
4. Ability to maintain confidentiality and display professionalism.
5. Excellent written and verbal communication skills.
6. Proficiency with MS Office Suite, QuickBooks, and Google applications.
7. Outstanding organizational skills which allow for efficient work flow and effective management of many concurrent projects.

**EMPLOYMENT STATUS:** Part-time (20-25 hours per week). Flexible schedule.

**TO APPLY:** Send cover letter, resume, and three professional references to Pamela Jacobs, Executive Director, at [pjacobs@sccadvasa.org](mailto:pjacobs@sccadvasa.org). Position is open until ideal candidate is identified.

SCCADVASA is an equal opportunity employer. It is our policy to maintain a non-discriminatory environment free from intimidation, harassment, or bias based upon a person's race, color, religion, sexual orientation, sex, national origin, or disability status. Applicants from traditionally underrepresented communities are strongly encouraged to apply.