



Operations Manager Position Description

Organization Overview

Voices for Georgia's Children (Voices) is a non-profit organization with 501(c)(3) tax exempt status that seeks to ensure all children are safe, healthy, educated, employable, and connected to community. Our primary functions are education and research, communication, coalition-building, and public and legislative advocacy. Voices plays a key role in several statewide coalitions.

Voices has a team-based culture, where most projects require multiple staff members to collaborate and engage with one another (and often with external stakeholders) to achieve our expected high level of excellence.

Position Summary

The Operations Manager is a new position in the organization and reports to the Director of Operations and Finance. The Operations Manager will support the organization's day-to-day business and financial operations along with selected organization-wide projects and other organizational needs as they arise.

To be successful in this position, the Operations Manager must have a detailed, attentive approach to their work every day, a collaborative attitude, a willingness to work alone when needed and with others when needed, an ability to support the programs and projects that deliver on the mission of the organization, and the skills to do the required work. We expect the Operations Manager to contribute to the organization's success from day one. Voices does not have administrative support staff so this position must be administratively self-sufficient for their own responsibilities and willing to also take on administrative duties to support other staff when needed. The ideal candidate must be flexible, able to multitask, plan their work, and be deadline-driven.

Responsibilities

- Day to Day Operations
 - Support the Director of Operations & Finance in organizing and completing backoffice functions in the organizations, including but not limited to:
 - Preparation of materials and reports for board and committees
 - Monitoring levels of and ordering office supplies and condition of office equipment
 - Monitoring levels of and ordering refreshments for the office and for meetings
 - Maintaining all office space in an orderly and tidy fashion
 - Maintain all organizational records in an updated, orderly manner so that others in the organization can find information when needed
- Human Resources Support
 - Be the "administrative keeper and updater" of the organization's policy and personnel handbooks, with approval of changes by the Director of Operations and Finance
 - Manage the process for recruiting, hiring and onboarding of new employees
- Dashboard
 - Update and maintain the performance dashboard of the organization to support capturing and reporting on program impact and internal evaluation; update at least monthly
- Financial Management
 - Assemble materials for on-time preparation of the annual audit and the preparation and filing of the Form 990 (after review by organizational management and the Board)
 - Reconcile receipts and credit card statements, at least monthly
 - Enter revenue and expenses into Quick Books, at least weekly
 - Includes entry and accurate coding of credit card expenses, invoices, bills, donations from all sources
 - Bimonthly payment of invoices and other accounts payable

- Entry of bank statements and filing of bank statements
- Develop and recommend a process for bottom-up budgeting, including development of program and project budgets that roll up into an overall organizational budget
- Monitoring of budgeted vs actual expenditures, communication with program and project managers when needed (about revenue shortfalls and/or expense management within approved budgets)
- Track grant spending and prepare bi-monthly spend-down reports for program and project managers and organizational management
- Track and generate invoices (when needed) to manage payment of accounts receivable
- Manage databases needed to support programs.
- Other duties as assigned

Requirements

Knowledge, skills and abilities:

- Advanced knowledge of Microsoft Office Suite, especially Excel
- Knowledge of databases, Salesforce experience a plus
- Knowledge of QuickBooks or similar accounting application
- Ability to communicate effectively and collegially, both verbally and in writing
- Experience in supporting the work of a busy office
- Skilled in setting work priorities and in self-management
- Ability to anticipate/plan ahead to accomplish workload and negotiate deadlines if needed
- Driven to meet deadlines
- Takes pride in the work to be done
- Willing to pitch in when the organization requires it

Minimum Qualifications:

Applicants must have education, training and/or experience demonstrating competence in each of the following areas.

- Bachelor’s degree and at least eight years of experience in financial management and organizational operations; 10+ years of high quality experience may substitute for degree
- High level of attention to detail and task-completion orientation
- Sound judgement and self-management are critical
- High energy and preference for a fast-paced environment
- Ability to maintain confidentiality

Compensation

Salary commensurate with experience; excellent benefits including health insurance, dental and vision care, life, short-term and long-term disability insurance, 401k retirement plan, generous vacation leave, sick leave and holiday schedules.

To apply: Please submit a cover letter, salary history, and resume to jobs@georgiavoices.org with “Operations Manager-Voices” in the subject line.

Voices is an equal opportunity employer.