

DATE:	July 2022	FLSA:	EXEMPT
REPORTS TO:	EXECUTIVE DIRECTOR	HOURS:	Full Time
DEPARTMENT:	FINANCE AND OPERATIONS	WAGE RANGE:	\$60,000-70,000

JOB SUMMARY

The Finance and Operations Manager will serve as a strategic advisor to management and reports to the Executive Director (ED). The successful candidate will be a hands-on and participative manager and will lead and develop an internal team to support the following areas: finance, business planning and budgeting, grants and contracts (including federal grant compliance), human resources, administration, effective operations systems and technology to enhance organizational functions. The position formally supervises a bookkeeper and works closely with an external CFO at a CPA firm.

The Finance and Operations Manager will play a critical role in partnering with the leadership team in strategic decision-making about finance and operations as Smart Beginnings Virginia Peninsula continues to enhance it enhance its programming and build its internal infrastructure to support the mission of the organization. This is a tremendous opportunity for a finance and operations leader to maximize and strengthen the internal capacity of a well-respected, high-impact organization.

ESSENTIAL ACCOUNTABILITIES & RESPONSIBILITIES

Financial Management

1. Analyze and present financial reports in an accurate and timely manner; clearly communicate monthly and annual financial statements; collate financial reporting materials, and oversee all financial, project/program and grants accounting.
2. Collaborates with the external CFO to create and run monthly financial reports for ED, Board of Directors and lead program staff. Provides specialized reports with analysis or trends, as requested. Effectively communicate and present critical financial matters to leadership.
3. Coordinate and lead the annual audit process, liaise with external CFO and auditors, and work with the Executive Director, Board Treasurer and Audit and Finance Committee to address any necessary changes.
4. Oversee and lead annual budgeting and planning process in conjunction with the Executive Director and external CFO; administer and review all financial plans and budgets; monitor progress and changes and keep senior leadership team abreast of the organization's financial status on regular basis.
5. Provide monthly organizational cash flow and forecasting with guidance from the external CFO.
6. Implement a robust grants and contracts management and financial management/reporting system; ensure that the contract billing and collection schedule is adhered to and that financial data and cash flow are steady and support operational requirements. Works closely with Deputy Director and other Management staff as a resource, so that all deliverables are met for critical contracts and funder agreements.
7. Provides oversight for payroll, communicating with the outsourced payroll company as needed.
8. Implement and update business and operations policies and accounting practices; improve the organization's overall policies and procedures in these functional areas.
9. Works with Executive Director to meet deadlines for submission of required corporate and tax forms.

FINANCE AND OPERATIONS MANAGER (continued)

10. Maintains and organizes all official corporate documents and records adhering to the document retention policy. Maintains liability, D&O and Workers Comp insurance policies.

Human Resources

1. Further develop the organization's human resources and administration, enhancing professional development, compensation and benefits, performance evaluation, training and recruiting.
2. Supports basic Human Resource functions for the organization (new employee set-up, paperwork, separation maintenance and annual personnel file audit). Reviews employee handbook and confirms agreement upon hire. Educate employees on changes in organizational policies and procedures outlined in the handbook.
3. Ensure that recruiting and onboarding processes are equitable, consistent and streamlined.
4. Research staff compensation and benefits packages annually to ensure the organization is competitive with the current market.

Operations, Administration and Information Technology

1. Work closely and transparently with all external partners including third-party vendors and consultants. Evaluates and may negotiate equipment and vendor agreements.
2. Guides administrative functions to ensure efficient and consistent operations.
3. Advise the organization on appropriate financial technology for more effective operations.

OTHER DUTIES

This job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

REPORTS TO: Executive Director

DIRECT REPORTS: Bookkeeper and External CFO

TRAVEL: May travel locally to required meetings

QUALIFICATIONS

- Minimum of a B.A., ideally with a CPA or related degree
- At least 3-5 years of overall professional experience; ideally 2+ years of broad financial and operations management experience, preferably with a human services' nonprofit organization.
- The ideal candidate has experience of final responsibility for the quality and content of all financial data, reporting and audit coordination for either a division or significant program area, and has preferably overseen a human resources function previously.
- Ability to translate financial concepts to – and to effectively collaborate with -- programmatic and fundraising colleagues who do not necessarily have financial backgrounds.
- Demonstrated experience in grants and contracts management.
- Technologically savvy with knowledge of accounting and experience with reporting software; managing relationships with potential software vendors.
- Commitment to training programs that maximize individual and organization goals across the organization, including best practices in human resources activities.
- A successful track record in setting priorities; keen analytic, organization and problem-solving skills which support and enable sound decision making.

FINANCE AND OPERATIONS MANAGER (continued)

- Excellent communication and relationship building skills with an ability to prioritize, negotiate, and work with a variety of internal and external stakeholders.
- A multi-tasker with the ability to wear many hats in a fast-paced environment.
- Personal qualities of integrity, credibility, and dedication to the mission of the organization.
- Fully proficient in Microsoft Office 365 (Outlook, Word, Excel, Power Point) and QuickBooks Online; adept at deploying office-specific equipment and other software or databases.

COMPETENCIES

- Committed to the mission of the organization.
- Ability to manage multiple tasks with changing deadlines, working extremely well under pressure and during hectic periods.
- Proven ability to work with efficiency, flexibility and good humor.
- Ability to preserve confidentiality of information and exercise discretion.
- Ability to work with minimal supervision while recognizing scope of authority, keeping the Executive Director apprised of dilemmas or unusual situations.

ESTIMATED ON-THE-JOB TRAINING TIME: 6 months. A work plan will be developed for the initial six-month onboarding period, and then annually.

WORK ENVIRONMENT: This job operates in a professional office environment. This role routinely uses standard office equipment. The work schedule is flexible with an agreed upon schedule for teleworking from time-to-time.

PHYSICAL DEMANDS: The physical demands associated with the job are representative of those that must be met by an employee to successfully perform the essential responsibilities of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential responsibilities.

EEO STATEMENT: RRCB/SBVP provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics.

ACKNOWLEDGEMENT: Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Supervisor

Date

Employee

Date