

## **Operations & Finance Manager Job Description**

Reports to: OPHI CEO

[info@ophi.org](mailto:info@ophi.org)

**OPHI** is a private, non-profit organization founded in 1999. OPHI is undergoing an exciting transformation including new leadership and active strategy development. We are seeking candidates who are adept at managing multiple financial systems, with innovative ideas to adapt financial practices under new business models. We seek candidates excited to join a team of committed public health and public policy professionals in a setting where individual professional development and growth are highly valued.

### **OPERATIONS MANAGEMENT - INFRASTRUCTURE/SYSTEMS**

- Advance and manage the infrastructure and systems needed to support OPHI's strategic objectives, including finance, accounting, grants/contracts management & reporting, information technology, human resources, accountability planning, and physical infrastructure
- Manage all OPHI Vendors
- Manage OPHI Lease and Tenant Contracts
- Evaluate internal systems and needed resources in comparison to best industry practices, with an eye toward both future needs and budget realities
- Identify process and workflow issues, and fine-tune schedules as necessary based on the team's overall priorities
- Represent the organization to donors, key stakeholders and the public, as needed
- Support the organization's strategic alliances and partnerships, as appropriate

### **BOARD & EXECUTIVE SUPPORT**

- Support the CEO, Board of Directors, Executive Committee on financial and organizational strategy and Board development and management
- Support the CEO, Board of Directors' Finance Committee, working closely with the committee to analyze OPHI's financial status to strengthen OPHI's financial position
- Complete and present timely documents for the sake of organizational and financial review, including but not limited to general ledgers, monthly project budgets, quarterly budgets, audit materials and records, and financial forecasts

### **HUMAN RESOURCES**

- Manage compliance to racial, ethnic, cultural and disability equity policies and practices to ensure OPHI promotes equity and inclusion in its employment and internal systems

- Support CEO in their management of human resources systems, including annual reviews, compensation and human resource resolutions
- Supervise personnel, volunteers and vendors related to the position's areas of responsibility. Support administrative staff in planning workflows.
- Ensure personnel files are up to date and secure
- Manage new employment processes and employee benefit procedures

## **FINANCIAL MANAGEMENT:**

**For OPHI and its affiliated fiscally sponsored organization:**

- Manage reporting of all monthly data to OPHI's bookkeepers and ensure accurate, useful financial reports
  - Accounts Receivable and Revenue
    - Maintain customer/client invoicing/payment systems and schedules
    - Monitor Accounts Receivable
    - Endorse and code checks for recording in the accounting system
  - Accounts Payable and Expenses
    - Negotiate vendor contracts and
    - Ensure that all bills received are authorized and coded prior to payment
    - Enter authorized bills into the accounting system (Quicken)
    - Review Accounts Payable
    - Maintain contracts and invoices for OPHI's contractors
- Assist CEO with annual budgeting process and help program directors create budgets and track expenditures.
- Provide technical assistance and financial mentorship to organizations for whom OPHI acts as fiscal agent.
- Administer employee payroll and benefits.
- Manage grants and contracts invoicing and payment.
- Provide accounting support to program staff (code and enter data, track program budgets, etc.)
- Manage timelines for grant proposal process

## **Qualifications:**

**OPHI is seeking a candidate who has an understanding of internal operations holistically. Competitive candidates will have strong analysis skills, with demonstrated ease of managing complex financial and operations tasks and deadlines.**

## **Additional qualifications include:**

- Minimum of a Bachelor's Degree in a relevant field, with an advanced degree preferred

- At least three years of experience managing organizational financial systems
- Experience with human resource protocols and compliance factors
- Excellent project management skills
- Demonstrated ability to track multiple deadlines
- Knowledge of contractual review and interpretation
- Excellent knowledge of Microsoft applications, including Word, Excel, PowerPoint, Publisher and their relevance to communications activities
- Knowledge of Google Drive applications, including Gmail, Calendar, Docs and their relevance to collaborative communications activities
- Knowledge of payroll and administrative softwares
- Self-motivated and able to work independently and with a team
- Strong interpersonal and customer service skills
- Ability to work evenings and/or weekends as required. Must have own transportation for events.

We are seeking candidates interested in full time employment. Salary will be commensurate with experience and qualifications in the range of \$55,000-\$60,000 (based on 1.0 FTE) . Benefits include medical and dental insurance, and a public transportation subsidy.

More information about OPHI can be found at [www.ophi.org](http://www.ophi.org). Candidates should submit an application consisting of a current resume and cover letter to Cyrenea Boston Ashby, [info@ophi.org](mailto:info@ophi.org). Materials must be received no later than 5 p.m. September 15, 2017.

**OPHI is an Equal Opportunity/Affirmative Action Employer.**