



Position Title: Finance and Operations Manager

Reports to: Executive Director

Hours: Full Time

Start date: June 1, 2021.

Compensation: \$48,000

Position/ Role Description

GLAHR is hiring a Finance and Operations Manager to manage day-to-day bookkeeping, vendor management, and operations for our two entities: GLAHR and GLAHR Action Network

Core Responsibilities

- Accounting and Bookkeeping
 - Ensure the timely completion of monthly intercompany reconciliations and budget to actuals.
 - Assist in accounting operations in conjunction with outside bookkeepers (monthly, quarterly, annual close, A/P, A/R, etc.)
 - Oversee expense management software.
 - Communicate with staff around bookkeeping and vendor management.
 - Act as “customer service” for contractors, maintaining records of contract start and end dates, and supplying contractors/team leads with information as needed.
 - Keep internal criteria and records related to GLAHR granting practices.
 - Assist in the yearly audit.

- Internal Controls and Culture
 - Assist to strengthen internal financial controls.
 - Assist Executive Director in the creation and dissemination of memos around personal and professional financial education.
 - Work in conjunction with the Executive Director and Programs Director to ensure staff are adhering to financial protocols and procedures, including but not limited to campaign finance obligations.
 - Ensure staff are adhering to systems of financial approvals throughout the organization.

- Operations
 - Work in conjunction with Executive Director to create clear and enforceable policies.
 - Analyze timesheet data, working closely with Program Director to ensure timesheet compliance.
 - Respond to inquiries and requests for information requiring knowledge of GLAHR-wide policies and procedures.
 - Serve as internal resource to administrators or staff on policies and procedures.
 - Assist Executive Director with new staff onboarding as needed.

Requirements

- Some competencies with Quickbooks Online.
- Proficiency in Excel, Word, Google Sheets
- 2+ years customer service experience.



Bonus Qualifications

- High level of organization.
- Familiarity and comfort with project management

Interested candidates should send resume to: info@glahr.org. Not phone calls.

GLAHR does not discriminate based on race, creed, color, religious belief, gender, sexual orientation, age, national origin, ancestry, veteran status, physical or mental disability or any other protected status in admission or access to, or employment in its programs and activities.