Position Description
Manager of Operations and Finance

About John Burton Advocates for Youth
John Burton Advocates for Youth (JBAY) is a nonprofit organization working to improve the quality of life for youth in California who have been in foster care or homeless by advocating for better laws, training communities to strengthen local practices and conducting research to inform policy solutions. JBAY was founded in 2004 by California State Senator John Burton and has nine staff members located in San Francisco, Los Angeles and San Diego. JBAY’s current annual budget is $2.3 million. For more information about our work visit www.jbay.org

Position Summary
JBAY is looking for a skilled, self-motivated, and experienced Manager of Operations and Finance. This position contributes to JBAY’s overall mission by leading and supporting fiscal, operational and human resource management systems, procedures, and processes. The ideal candidate will have knowledge of organizational operations, human resources laws, and general fiscal management skills. In addition, he or she will have excellent written and oral communication skills, and a keen interest in JBAY’s mission. This is a full-time, salaried position with benefits. It is a hybrid position, with a minimum of two days in the office and two days remotely at home.

Responsibilities of the Manager of Operations and Finance
Reporting to the Executive Director, the Manager of Operations and Finance manages the administrative operation of the organizations, including human resource functions, IT and systems, procurement, and facilities. The Manager also assists the Executive Director and contracted accountant with budget and fiscal functions. S/he also supervises the Administrative Assistant. Specific responsibilities include:

Operations, Technology and Systems
- Oversee management and maintenance of all organizational systems and facilities.
- Develop and oversee document retention policies and manage disposal of records.
- Oversee organizational insurance policies and ensure organization is adequately covered.
- Ensure emergency and security policies and procedures are understood and followed, including cyber-security procedures.
- Oversee compliance with state and federal registration and reporting obligations, including state charity registrations.

Human Resources
- Oversee payroll, benefits administration, recruiting, onboarding, off-boarding, employee check-ins and exit interviews, and other human resource needs.
- Responsible for all human resources (HR) functions including hiring practices, employee review policies, professional development, and other HR activities.
- Assure compliance with applicable HR, employment and personnel laws and regulations.
• Maintain updated personnel and operations policies and procedures and ensure compliance.
• Train and orient staff on personnel policies and procedures.
• Oversee hiring and supervision of all administrative staff and administrative volunteers.

Finance
• Process accounts receivable and payable using QuickBooks.
• Coordinate the annual budget development process, monitor expenditures and variances.
• Prepare ad hoc financial reports for the Executive Director and the Board of Directors and for the purposes of grant reports.
• Negotiate, prepare, and monitor all vendor and consultant contracts.
• Serve as staff liaison to the Board Treasurer and Audit Committee.
• Serve as the primary liaison with the organization’s bank, ensuring that fees and service meet current needs.
• Coordinate the annual audit process and serve as the primary liaison with audit firm.
• Work with Development Director to reconcile donor contributions monthly.

Minimum Requirements
• At least 5 years of operations management experience, preferably in a nonprofit.
• Bachelor’s degree; MBA or equivalent experience preferred.
• Intermediate to advanced computer skills including proficiency at QuickBooks and Salesforce.
• High level of attention to detail.
• Flexible and organized, with excellent judgment to support cross-functional activities.
• Very strong communication skills.

How to Apply
JBAY provides full benefits including health/dental, paid leave time and 401(k) plan. Salary is commensurate with experience. JBAY is an equal opportunity employer committed to a diverse, multicultural work environment. People of color, women, people with disabilities, and people of diverse sexual orientations and gender identities are encouraged to apply. Send cover letter and resume with specific information about current/previous experience along with salary requirements to Sarah Kurhajetz at sarah@scionstaffing.com. Position will remain open until filled.