

Friends of the Inyo Operations Manager Job Description

September 2018

Overview

The Operations Manager is a full-time permanent position with Friends of the Inyo. The Operations Manager supports the functioning of the organization so that Friends of the Inyo can execute its policy, stewardship, education and exploration programs. Responsibilities include budget development and administration, record keeping, accounting, billing, taxes, compliance with fiscal requirements applicable to 501c3 organizations, including federal and state laws and regulations, contract and lease management, payroll, and health care and retirement plan administration.

Job Duties:

Financial

1. Maintain and use Friends of the Inyo's (FOI) accounting system housed on Quickbooks for Nonprofits. Work with CPA to make system improvements as necessary.
2. Use Friends of the Inyo's CRM "Salsa" to process donations to the organization.
3. Prepare monthly reports of income, balance sheet and projected expenses.
4. Provide budget expertise at weekly staff meetings and FOI Board meetings.
5. Ensure federal, state and local taxes and employment compliance (EDD, Worker's Comp. etc.)
6. Coordinate with outside accountant to produce financial statements and tax returns.
7. Maintain and reconcile bank accounts.
8. Manage accounts billable and receivable, including billing to federal agencies, private foundations, and other entities.
9. Manage contracts and agreements with agencies and other entities.
10. In conjunction with FOI staff and board, develop organization's annual budget.
11. Generate financial reports as requested for events, membership activities, grants, etc.

Human Resources

1. Maintain a staff time reporting & payroll system.
2. Maintain files of I9, W2 and other required employee forms.
3. Administer health care and retirement benefits.

Fundraising & Membership

1. Manage grant financial tracking & reporting.
2. Produce financial & donor information for FOI Annual Report for mailing in February of each year.
3. Process donations that come in through Salsa CRM software.

Qualifications:

1. Three years budget management/accounting/bookkeeping experience using Quickbooks (familiarity with non-profit accounting a plus).
2. Payroll administration experience.
3. Corporate, preferably non-profit, tax return preparation experience, preferred.
4. Professional references showing ability to work independently.

Compensation is \$19.50 per hour. Duties must be performed at Friends of the Inyo's main office located in Bishop, California.

Please submit cover letter, resume and three references by October 5, 2018 to jobs@friendsoftheinyo.org.