



POSITION TITLE: Operations Director

FUNCTION:

- To provide financial oversight of all financial processes including the management of operational and grant budgets, compliance with financial policies, and bookkeeping.
- To manage operational processes across the agency to ensure accuracy. increase efficiency and maximize effectiveness.
- To develop and maintain written policies and procedures for the administrative operations of the agency.
- To assess and oversee implementation of IT systems with outside vendors including but not limited to databases, phone system, security, computer hardware, network and server.
- To manage and administer the Client Database including maintenance, auditing of records, forms and reports management.
- To serve as the Human Resources Manager for the agency.
- The Operations Director is a member of the Leadership Team and is responsible for participating in strategy development as well as short and long-term planning to accomplish agency goals and fulfill the agency mission.

REPORTS TO:

Executive Director

JOB CLASSIFICATION:

Full Time
Exempt

REQUIRED SKILLS & QUALIFICATIONS:

- Bachelor's degree in business administration or a related field.
- Three or more years experience working as a staff accountant for a firm or agency.
- Master of QuickBooks and Microsoft 365.
- Strong working knowledge of data analysis and performance metrics.
- Extensive experience in performing full-service bookkeeping/accounting functions with an emphasis on fund accounting.
- Experience in database management preferred.
- Strong organizational, communication and leadership skills.
- Knowledge of operational functions and principles including finance, employee management, and technology systems.
- Non-profit administration experience preferred.
- Has ability to prioritize tasks, use good judgment, and meet deadlines.
- Must have valid Drivers License and proof of insurance.
- Demonstrated ability to maintain positive working relationships with professional and community contacts.

ESSENTIALFUNCTIONS/MAJOR RESPONSIBILITIES:

1. Manage and Oversee all Financial Processes
 - Maintain computerized software for accounting system.
 - Maintain chart of accounts.

- Work with an outside payroll processor to ensure that payroll is processed timely including - issuing checks/direct deposits, filing applicable payroll taxes, preparing and filing quarterly and annual payroll tax reports.
 - Prepare and submit forms 1099 and 1096 each year.
 - Analyze, prepare and account for agency budgets for United Way, the Birmingham Jewish Federation, as well as any additional funding sources.
 - Monitor and ensure compliance with all financial requirements for grants.
 - Request funds and provide financial reports regarding Hebrew Free Loans, Educational Loans, and Camp Scholarships as appropriate to the Birmingham Jewish Foundation.
 - Prepare monthly financial statements and appropriate reports as needed for the Executive Director and Board.
 - Maintain the individual and family assistance accounts, adhering to strict confidentiality regarding recipients.
 - Monitor and record all income and expenses. Oversee billing processes for services including contract billing, client billing and insurance reimbursements.
 - Work with CJFS Treasurer, Finance Committee and auditors to support fiscal oversight.
 - Work with outside accounting firm to complete the yearly audit and 990 tax return.
 - Maintain complete confidentiality at all times of clients and finances of Collat Jewish Family Services.
2. Manage & Implement Human Resource Policies and Functions
 - Responsible for compliance with Employee Handbook in conjunction with Personnel Committee.
 - Manage Employee Benefits programs including but not limited to 401K; health, long-term disability, and life insurance; and vacation and holiday benefits.
 - Maintain Employee records and personnel files.
 - Ensure compliance with relevant labor laws.
 - Serve as Human Resources Liaison to staff.
 3. Manage Administrative Operations
 - Assist in the management and implementation of all agency information and data management systems including agency server and client, donor, and financial databases. This includes development of reports as required.
 - Responsible for all vendor contracts.
 - Responsible for agency risk management including securing insurance; ensuring development of and compliance with safety and security; overseeing all accident reporting; and serving as Safety Director.
 - Manage and oversee agency technology including but not limited to phone system, cell phones, computers, and server and technology relationships/contracts.
 - Ensure agency HIPAA compliance.
 - Oversee purchasing of office supplies and equipment per fiscal policies
 4. Community and Agency Leadership
 - Represent the agency in community.
 - Attend Board & Executive Committee meetings and write and maintain minutes from these meetings.
 - Participate as member of senior leadership team to set direction and strategy for the agency.
 5. Additional duties as assigned by the Executive Director.

EMPLOYEE

DATE

EXECUTIVE DIRECTOR

DATE