



of Long Island

**Position Title:** Operations Manager

**Category/FLSA Status:** Full-time, non-exempt

**Supervisor:** Executive Director

**Direct Reports:** None

**Salary:** \$53,000

**Position Summary:** This full-time position helps ensure that the Girls Inc. operations and administrative functions are smooth and efficient. Primary duties include supporting and coordinating office procedures, day to day operations, and providing administrative, financial, communication, and database support. The position reports directly to the Executive Director.

**Responsibilities:**

**Finance**

- Provide bookkeeper and accountant with administrative support including the following: Ensure proper classification, coding and functionalization of transactions; collaborate with development team to provide information for proposals; record revenue or pledge; prepare cost allocations and ensure transactions are properly recorded
- Organize and maintain accounting records and files
- Assist in preparing deposits, invoices, and checks

**Operations**

- Maintain office and administrative procedures to ensure smooth and efficient operations
- Perform a variety of skilled administrative duties including: maintaining and creating files, preparing reports, correspondence, mail, working across teams, and maintaining office supplies and machines
- Liaise with external vendors and with office tech support
- Assist with special projects when needed
- Work with Development Manager and Special Events Committees to handle logistics for all special events

**Administrative Support**

- Provide administrative support to the Executive Director and other staff as needed: including scheduling, agenda preparation, and logistical support for meetings
- Prepare board book for monthly board meetings
- Help draft, review, coordinate, and post timely informational and promotional material for internal and external communication including print and online outreach
- Manage website updates
- Field volunteer interest and requests for information
- Work with program, development, and outreach staff to maintain organizational listings and contacts

**Human Resources**

- Manage onboarding of new employees and interns
- Coordinate open job and internship opportunities
- Maintain confidential personnel and HR Compliance files
- Update various staff documents/rosters

- Communicate to staff what mandated trainings must be completed and record when completed
- Submit payroll biweekly
- Enter any deductions in payroll system
- Record Time and Attendance for Staff

**Qualifications:**

- Bachelor's degree preferred or equivalent knowledge and experience strongly preferred.
- Ability to work independently, take initiative, and be solution-oriented, while also working collaboratively with the team
- Prior administrative, office, and database management experience, working with a nonprofit preferred.
- Must be proficient with Microsoft Office programs (Excel, Word, Powerpoint, etc.), Google Mail and be able to learn and navigate databases
- Must be detail-oriented and organized
- Occasional travel as well as night and weekend work required

**Compensation and Benefits**

Salary is based on years of experience and level of expertise. Compensation package also includes health insurance, 401K, and 20 PTO days

**Physical Requirements and Work Environment:**

This position requires the ability to operate phones, computers, and other office equipment, and the physical ability to perform light lifting. While performing the duties of this job, the employee is regularly required to sit, stand or walk; use hands to finger, handle, or feel; reach with hands and arms; stoop or bend; and talk or hear. The employee must occasionally lift and/or move up to 50lbs. Work is performed in an office or classroom setting. This person may be required to travel to various locations throughout Long Island. Generally, the working conditions have little or no exposure to extremes in safety hazards or hazardous materials.

**Equal Employment Opportunity:**

Girls Inc. of Long Island provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, national origin, age, disability, marital status, veteran status, genetic information, or any other discrimination prohibited by law. The organization complies with all applicable federal, state, and local laws, regulations, and ordinances prohibiting employment discrimination.

**Disclaimer:**

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and/or skills required of all employees within this class.

**To Apply:**

Please send a cover letter and resume to [rkim@girlsinlongisland.org](mailto:rkim@girlsinlongisland.org). Please, NO Phone Calls.