

OPERATIONS & FINANCE MANAGER

OUR MISSION & HISTORY

Established in 1993 to drive a children's agenda on emerging issues, The Children's Partnership (TCP)'s mission is to improve the lives of underserved children where they live, learn, and play with breakthrough solutions at the intersection of research, policy, and community engagement.

THE PILLARS OF OUR WORK

- Advance an Equity Agenda for Children
- Build and Elevate Partnerships
- Drive Community-Informed Research & Policy
- Be the Leading Voice for Children
- Promote a Dynamic and Innovative Organizational Culture which includes the Core Values of Balance, Equity, Growth, Accountability and Trust

POSITION SUMMARY

The Children's Partnership (TCP) seeks a highly-organized and detail-oriented leader to serve as Operations & Finance Manager. The Operations & Finance Manager manages day-to-day office activity and plays a critical role in supporting finance, administrative, and HR activities to ensure the effectiveness of the Leadership team, the office, and the wider organization in helping to meet TCP's mission.

The Operations & Finance Manager is an important voice for TCP, often serving as the first point-of-contact for external parties. S/He/They leads operations (information technology, compliance, facilities management, and general administration) functions and supports financial management and HR processes and organizational governance. S/He/They works closely with Leadership to facilitate coordination and communication between all staff functions with an eye to continuously developing and improving systems by anticipating TCP's changing needs and developing swift, effective responses to them.

Candidates should be self-motivated and outcome-oriented, with a strong commitment to advancing equity for all children, particularly through improving health and wellbeing for children from underserved communities, such as children of color.

RESPONSIBILITIES

Primary responsibilities include, but are not limited to, the following.

Essential Functions

Day-to-Day Management

- Problem-solve, investigate, provide guidance, or secure assistance needed to address organizational support needs.
 - Manage office needs and provide support, including ordering, storing, and organizing supplies; obtaining and maintaining equipment; reception; and mail & fax distribution, as well provide orientation to new staff, interns, and volunteers.
 - Provide staff support, including assistance with the preparation of meeting materials; scheduling conference calls & meetings; coordinating webinars; assisting with travel; and other tasks that facilitate TCP's effectiveness.
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- Maintain organizational lists, calendars, manuals, and files, serving as the primary contact for adding events to the TCP calendar, administering and training on Box, and other related venues.
- Maintain operational manuals and SOPs and ensure last updates are provided to staff via current communications channels.
- Keep informed about tools, trainings, studies, and reports that can strengthen our internal capacity and incorporate them into our strategies and long-term goals.
- Promote regular and ongoing opportunities for all staff to provide feedback on operations and monitor staff compliance with and suggested improvements to existing policies and procedures.

Financial Management & Sustainability

- Working in collaboration with external accountant, support the fiscal function in accordance with generally accepted accounting principles (GAAP) consistent with the mission, goals, and objectives of the organization.
- Coordinate in-house accounting/bookkeeping function, including recordkeeping.
- Manage the accounts payable and check disbursement process.
- Manage the accounts receivable and cash receipts process, including invoicing and oversight of bank deposits.
- Participate in annual audit process and help to ensure that appropriate fiscal procedures, recordkeeping, and internal controls are established, practiced, and maintained to safeguard TCP.
- Coordinate year-end tax compliance reporting, including the filing of 1099s and other information, as required.

Legal Compliance & Risk Management

- Coordinate contracts and agreements from development through execution, with guidance from Leadership.
- Coordinate risk management and organizational compliance functions, including authoring organizational policy documents and supporting documentation and conducting regular compliance checks.
- Manage and facilitate staff safety training and disaster management plans.
- Manage process for maintaining insurance policies, such as D&O, property, etc.
- Support the processes necessary for maintaining compliance with all regulatory agencies.

Human Capital & Culture

- Provide leadership in shaping TCP's culture and promoting a professional and cooperative work environment.
- Assure compliance with applicable human resources, employment, and personnel laws and regulations as well as internal personnel policies, in partnership with Leadership and external support.
- Provide advice and technical assistance with development and maintenance of personnel policies and support documentation.

- Administer benefits programs, including conducting compliance checks, and serve as primary contact with providers and staff.
- Support employee onboarding and exiting processes, in collaboration with Chief of Staff.
- Support the process for tracking paid time off accrued and used through the payroll processing system and serve as a liaison to staff, when necessary.
- Administer semi-monthly payroll using payroll processing system and conduct compliance checks
- Maintain HR records, including electronic and hard copy files.
- In partnership with the Chief of Staff, lead activities aimed toward staff cohesion and staff morale (birthday cards, staff parties, social time, togetherness, retreat, etc.)

Other

- Serve as reception and administrative point of contact for the organization.
- Spearhead improvements and systems changes (support, software/ equipment, recordkeeping, back-up, external help).
- Other duties may be required, as deemed relevant and necessary within the scope of this position.

Other Functions

- Participate in and lead various internal team and staff meetings.
- Represent the organization at conferences, professional associations, and other public venues, as needed.
- Serve as an ambassador for the organization externally, as needed.

COMPETENCIES (KNOWLEDGE, SKILLS & ABILITIES)

- Knowledge of not-for-profit accounting, finance, budgeting, and cost control principles in accordance with U.S. Generally Accepted Accounting Principles.
- Knowledge of automated financial and accounting reporting systems and federal & state financial regulations, a plus
- Ability to analyze financial data and prepare financial reports, statements and projections, a plus
- Knowledge of human resources, employment, and laws and regulations as well as ability to identify and develop HR policies on emerging issues
- Energetic performer consistently cited for unbridled passion for work, positive disposition, and upbeat attitude
- Highly adaptable, mobile, positive, resilient, entrepreneurial, patient risk-taker who is open to new ideas
- Strong project manager with clear expectations for timelines and deliverables
- Able to achieve results while dealing with ambiguity and a rapid pace of change
- Exceptional troubleshooting and problem-solving skills, resolving issues proactively and creatively

QUALIFICATIONS/EXPERIENCE

Education and Experience Required

- Strong track record as a relationship builder and communicator with experience leading diverse work teams, developing an organization-wide strategy for operational excellence, and partnering with a President and Leadership Team.
- Bachelor's degree in a related field or equivalent combined education/experience
- At least five (5) years in a related field in a management or leadership role
- Commitment to and experience with nonprofit organizations
- Demonstrated track record of excellent professional writing, communication and project management skills with the ability to manage multiple projects
- Experience working with and counseling senior management
- Demonstrated experience in financial planning and analysis with previous experience overseeing human resources, information technology, and legal
- Skilled in organizational development, personnel management, budget and resource development, and strategic planning

Education and Experience Desired (Optional)

- Experience working with accounting software, such as QuickBooks Online, maintaining databases, and cloud-based project management and file storage applications
- PHR, SPHR, or SHRM-SCP certification, a plus
- Graduate degree in a related field or equivalent combined education/experience
- Interest in TCP's mission, public interest advocacy and/or children's issues

Full-time position (FLSA: Exempt). Reports to President.

**Salary: Commensurate with experience. Excellent health, retirement & other benefits.
Minimal travel required.**

APPLICATION PROCESS

Email resume, cover letter summarizing interests & qualifications, and two writing samples to search@childrenspartnership.org. State "Ops and Finance Manager" in the subject line. No phone calls, please.

TCP is an Equal Opportunity Employer that will not discriminate against applicants or employees based upon any characteristics that are protected by federal, state, or local laws, regulations or ordinances. In addition, the organization will consider qualified applicants with criminal histories in a manner consistent with the Los Angeles Fair Chance Initiative for Hiring.