

JOB ANNOUNCEMENT

POSITION: Operations and Finance Specialist

FILING DEADLINE: Résumés and cover letters are being accepted until the position is filled. Please submit a résumé and cover letter to uribe@christiesplace.org.

CHRISTIE'S PLACE WAS FOUNDED IN 1996 WITH A MISSION TO EMPOWER WOMEN, CHILDREN, FAMILIES, AND INDIVIDUALS WHOSE LIVES HAVE BEEN IMPACTED BY HIV/AIDS TO TAKE CHARGE OF THEIR HEALTH AND WELLNESS.

DESCRIPTION OF DUTIES:

Under the direct supervision of the Executive Director, the Operations and Finance Specialist is responsible for and administers several different and essential components of Christie's Place operations. These responsibilities include but are not limited to: Insurance; Procurement; Asset and Product Inventories; Accounting and Payroll; and Financial Reporting. Essential job functions include:

- Prepare, examine, and analyze accounting records, financial statements, and other financial reports to assess accuracy, completeness, and conformance to reporting and procedural standards
- Analyze business operations, trends, costs, revenues, financial commitments, and obligations, to project future revenues and expenses or to provide advice
- Develop, maintain, and analyze budgets, preparing periodic reports that compare budgeted costs to actual costs.
- Establish tables of accounts, and assign entries to proper accounts
- Ensure incoming invoices are entered promptly in the accounting system, budgeted to the correct funding sources and paid by their due date
- Reconcile bank account and credit card statements
- Prepare asset, liability, and capital account entries by compiling and analyzing account information
- Summarize current financial status by collecting information; preparing balance sheet, profit and loss statement, and other reports
- Prepare yearly budgets for the agency and its various programs
- Comply with federal, state, and local financial legal requirements by studying existing and new legislation, enforcing adherence to requirements, and advising management on needed actions
- Review and update Fiscal Policies and Procedures on an annual basis
- Process all employee timecards for semi-monthly payroll, prepare payroll register and post payroll to general ledger. Ensure payroll taxes are paid to federal and state agencies in a timely manner
- Distribute and respond to inquiries regarding employee W-2s and 1099 forms
- Oversee donor fund management systems to ensure annual tax letters and other necessary receipts are distributed in a timely manner
- Oversee the purchasing process to ensure that purchases are appropriate, within budget and approved
- Oversee the procurement of all program supplies (i.e. transportation passes, hygiene products, diapers, etc.)
- Oversee the maintenance of a current physical asset inventory, including IT equipment, update as needed and verify bi-annually
- In coordination with management staff, maintain employee time cards, vacation, and sick time, holiday and vacation records
- Substantiate financial transactions by auditing documents



The above declarations and below requirements are not intended to be an all-inclusive list of the duties and responsibilities of the job described. Rather, they are intended only to describe the general nature of the job.

POSITION REQUIREMENTS

Required: Bachelor's Degree or a combination of education and equivalent experience: Minimum 3 to 5 years of experience in management that include but are not limited to Insurance, Accounting and Payroll; Ability and willingness to work flexible hours, including evenings and weekends as required; Ability to work with people of all social and ethnic backgrounds and within the constraints of government funded programs; Good verbal and written skills necessary for communication with clients, co-workers and vendors/community partners; Effective interpersonal and organizational skills; Ability to prioritize and meet deadlines, work independently, take initiative and be proactive; Computer literate, Windows proficient in MS Office programs (Word, Excel, Access, Outlook, PowerPoint) and Quickbooks; Familiar with operation of telephone, fax and copier equipment; Ability to handle confidential materials and information in a professional manner; Excellent customer service skills and commitment to providing the highest level of customer satisfaction.

Preferred: Bilingual in Spanish and English; Experience with donor management systems, such as DonorPerfect; Grant writing and reporting experience; Certified Public Accountant

Employees must possess a valid Driver's License with access to reliable personal transportation, as well as proof of current vehicle insurance in good standing. Employees must agree they will be included on a regular DMV Pull Notice system for routine review of driving records. Additionally, as a requirement of funding, employees must pass an initial background check and remain eligible to provide services according to contract requirements.

Hours: Non-exempt, 40 hours per week

Compensation: Competitive, dependent upon experience and education

Benefits: Vacation, sick leave, and paid holiday days

Contact person: Betty Uribe
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Any provisions contained in this job announcement may be modified or revoked without notice.