



Operations and Finance Manager Job Description

Job Overview

Reporting to the Executive Director, the Operations and Finance Manager will play a critical role in managing the day-to-day effectiveness of the Diaper Bank, including our warehouse and office operations, finance, and human resources functions. S/he will play a collaborative role in developing and implementing systems that increase the effectiveness and efficiency of our work and support our ability to grow and expand impact. This is an outstanding opportunity for a motivated and detail-oriented individual who wants to make a substantial impact while gaining a broad set of experiences relevant to nonprofit leadership.

Responsibilities for Operations and Finance Manager

General Management

- Design (where needed) and implement office policies and procedures.
- Oversee office administrative staff tasks such as opening and directing mail correspondence, checking in volunteers, phone calls, emails, including responding to questions regarding St. Louis Area Diaper Bank mission.
- Review and approve office and warehouse supply requisitions and order office and warehouse supplies as needed.
- Oversee a neat office environment and organized file system (virtual and physical).
- Oversee management of diaper and period supply drive donation drop offs at the warehouse.
- Oversee warehouse assistant tasks such as inventory, supplies, warehouse volunteer assistance and overall coordination of the warehouse operations.
- Assist with office layout planning and office moves.
- Identify opportunities for process and office management improvements, and design and implement new systems.
- Manage and maintain IT infrastructure, including office equipment, computers, phones and printer/copier.
- Maintain diaper and period supply inventory with assistance from Program Manager.
- Provide other administrative support as necessary.
- Oversee and support all administrative duties in the office and ensure that office is operating smoothly.
- Train staff on effective use of platforms and systems.
- Manage vendor relationships.



Finance, HR and Compliance

- Participate in strategic data analysis, research, and modeling for budget management
- Maintain filings to ensure compliance with federal and state requirements
- Maintain organizational financial files and documents
- Support HR activities, such as onboarding new staff and file maintenance
- Provide bookkeeping and accounting support which would include oversight of payables, donation receipts, appropriate acknowledgements and giving reports and processing of income and expenses (including in-kind) and restricted funds.
- Make bank deposits
- Monitor checking and money market accounts to ensure adequate cash flows.
- Develop draft of the annual budget. Work with ED to gather staff input, schedule meetings as needed and present to Finance committee.
- Work with bookkeeper to prepare monthly financial reports. Analyze variances between budget and actual results and submit recommendations along with monthly reports to Executive Director and Finance Committee.
- Work with bookkeeper on annual audit and provide documentation and analysis as needed. Insure 990 is prepared timely by auditors and a copy is available on the website.
- Responsible for all insurance matters including, property, risk, workers compensation, directors and officers and special events. Work with insurance company to ensure adequate coverage and renewals.
- Coordinate workman's comp annual audit with insurance company.
- Prepare monthly financial reports and additional financial reports as requested.
- Provide budgets and analysis for grant applications.

Other duties as assigned.

Qualifications

- Bachelor's degree in business administration, communications, or a related field
- 2-5 years of work experience in an administrative/office management role
- Knowledgeable about Quickbooks, Microsoft Office and Google Office
- Must have exceptional attention to detail
- Strong organizational and time management skills, and ability to prioritize
- Must be a self-starter and driven
- Excellent communication and interpersonal skills
- Strong problem-solving skills and analytical abilities