



## **OPERATIONS AND FINANCE MANAGER**

### **Position Description**

Supervised by: President & CEO

Supervises: Operations and Finance Department

Works closely with: Leadership Team, Development Director

Status: FullTime, Exempt

### **POSITION SUMMARY**

To advance the purpose of Global Scholars, the Operations and Finance Manager provides the management necessary to ensure that the organization has proper financial management and operational capacity to support the effectiveness, efficiency, and growth of the organization.

### **MAJOR DUTIES AND RESPONSIBILITIES**

- Perform operational and financial duties in a timely manner and in accordance with applicable laws and regulations, including:
  - Payroll and personnel records
  - Management of employee benefits
  - Monthly, quarterly, and annual financial reports, including journal entries and reconciliations
  - Annual financial audit
  - Annual budgets
  - Contracts and vendor relationships
  - Various regulatory reports and tax returns

- Provide supervision of the Operations Team in fulfilling their duties, as described in the applicable Position Description.
- Collaborate with and support other departments in the work of Global Scholars, allocating the Operation Team's time appropriately.

**EDUCATION and EXPERIENCE REQUIREMENTS:** Bachelor's degree in Accounting, Finance, or Business Administration required, advanced degree preferred. Three years of relevant experience, preferably in a non-profit environment.

**QUALITIES:**

- **Maturing Christian:** Understands and can articulate the Gospel and one's personal story of redemption, pursuing growth in Christlikeness
- **Commitment to Global Scholars:** Committed to (1) the Global Scholars' Mission, (2) Core Values, and (3) Statement of Faith ( [www.global-scholars.org/about](http://www.global-scholars.org/about))

**SKILLS:**

- **Detail-oriented:** Ability to organize many project details to best achieve objectives
- **Independent:** Ability to work independently under the pressure of deadlines
- **Confidentiality:** Ability to handle sensitive information in a confidential manner
- **Articulate:** Ability to communicate well verbally and via written communication.
- **Technological proficiency:** Ability to utilize technology effectively in order to work remotely
- **Commitment to excellence:** Sets and maintains high standards of precision and excellence

**COMPENSATION:** To be determined, relative to experience.

**ACCOUNTABILITY AND EVALUATION:** Performance evaluations are based on the fulfillment of this Position Description, Qualities, and Skills.