



## JOB DESCRIPTION

**JOB TITLE:** Director, Business Operations

**STATUS:** Full-Time Exempt

**Job: Code:** AHR-1018

**Date:** September 2020

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As a member of the Imprints Cares leadership team, The Director, Business Operations will be responsible for overseeing business operations functions which include financial, human resources, and office management. Imprints Cares is an early childhood education nonprofit, our mission is to enrich the lives of young children while supporting families through their journey of parenthood. The Director, Business Operations is responsible for overseeing day-to-day accounting responsibilities in accordance with Generally Accepted Accounting Principles (GAAP), and adherence to all nonprofit financial regulations. Additionally, the Business Operations Director will serve as primary human resource and office management authority, leading and cultivating our One Team culture.

### **PRINCIPAL DUTIES AND RESPONSIBILITIES:**

#### **Finance, Accounting Administration**

- Responsible for day-to-day accounting and cash management activities including:
  - Account reconciliations
  - Invoicing and check processing
  - Checkbook management
  - Month-end closing
- Coordinate the development and monitoring of department and organizational budgets. Assist in the preparation of annual budget and quarterly forecasts, including cash flow projections.
- Develop and utilize projection models and financial analyses to provide insight into the organization's operations, business plans, and financial policy.
- Produce accurate financial and management reporting to funders and Imprints Cares leadership and Board of Directors.
- Ensure compliance with rules and regulations administered by grantors and prepare corresponding compliance reports as needed.
- Oversee vendor contracts and relationships
- Coordinate audits and proper filing of tax returns.
- Ensure legal and regulatory compliance regarding all financial functions.
- Develop and maintain internal controls and financial procedures.
- Serve as an ambassador of Imprints Cares when working with financial partners, including financial institutions, investors, foundation executives, auditors, public officials, etc.
- Remain up to date on nonprofit audit best practices and state and federal law regarding nonprofit operations.

*The above list of duties is intended to describe the general nature and level of work performed by people assigned to this classification. It is not to be construed as an exhaustive list of duties performed by the people so classified, nor is it intended to limit or modify the right of any supervisor to assign, direct and control the work of employees under his/her supervision.*

- Engage and work closely with the Finance Committee of the Board of Directors.

### **Human Resources**

- Directly supervise and support Human Resource Generalist (HRG) to ensure the following:
  - Timely and effective employee onboarding, orientation, benefits enrollment, and terminations.
  - Support and fully understand payroll process.
  - Administration of annual Employee Satisfaction Surveys and lead the Employee Performance Review process.
- Work collaboratively with ED & HRG to update and maintain Employee Handbook to ensure compliance with organizational policies, procedures, and internal controls.
- Manage benefits administration.
- Serve as primary liaison with third party benefits and insurance brokers. Review health, dental and 401(k) plans and make recommendations to ED for improvements and/or cost savings opportunities.
- Keep current on federal, state and local laws and regulations.
- Demonstrate strong team leadership through transparent communication, established expectations, and high-quality performance standards.
- Work closely with staff to identify opportunities for improvement and supports the cultivation of innovative solutions.
- Attend all staff meetings and other meetings related to job responsibilities.

### **MINIMUM QUALIFICATIONS:**

- 5+ years of experience in a financial management, accounting, and human resource management.
- Experience supervising staff.
- Bachelor's degree in accounting, finance, human resource management, or related field. Master's Degree preferred.
- Adept in general accounting principles.
- Strong nonprofit reporting experience.
- Strong interpersonal communication and public speaking skills.
- Proficient in QuickBooks Enterprise and QuickBooks Online Software.
- Proficient with Microsoft Office Products (Excel, Word and PowerPoint)
- Working knowledge and proficiency with an automated payroll system.
- Strong skills in synthesizing data into visual reports, charts, and graphs.
- Strong attention to detail and process oriented.
- Demonstrated ability to multi-task and to manage multiple priorities.
- Ability to work independently; be self-directed and motivated.
- Ability to handle sensitive and confidential information.
- Think strategically and lead project implementation.

### **REPORTING RELATIONSHIP:**

The Director of Business Operations will report directly to the Executive Director of Imprints Cares with a secondary reporting obligation to the Board of Directors.

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