

Accounting and Operations Manager (full-time)

Job Summary:

The Accounting and Operations Manager is responsible for all bookkeeping and finance, human resources, grant management, and administrative duties related to the functioning of the office and supporting the Board of Directors for a small and growing nonprofit organization in the educational sector.

Responsibilities:

Finance

- Responsible for executing accounts payable and receivable, bank account management and reconciliation, grant allocation, and month-end close while maintaining proper controls.
- Prepare monthly financial statements while adhering to financial close deadlines. Manage the annual audit. Provide reports to Board finance committee. Assist with annual budget preparation.
- Manage grant budget approvals and drawdowns with the State of Michigan.
- Coordinate with fundraising staff to document donations.

Human Resources

- Process payroll every two weeks.
- Manage employee record keeping including managing onboarding process, recording paid time off, benefit enrollment.

Grant Management

- Coordinate all grant reporting according to contract guidelines.
- Manage expenses according to contract guidelines.
- Manage a grant pipeline calendar including submission and payout dates.

Administrative Duties

- Manage office systems including copier, phone, wi-fi. Maintain inventory and order office supplies.
- Coordinate with landlord on all building issues, maintain keys for office entry.
- Provide administrative support for all Board committees which includes agenda preparation, Zoom setup, calendar invites. Maintain contact information for the Board and maintain Board records.
- Provide administrative support for Executive Director.

Qualifications:

- Bookkeeping and/or accounting and using QuickBooks experience required. Nonprofit and nonprofit accounting experience ideal.
- Must have 3-5 years of administrative experience in a complex environment.
- Strong computer skills are needed. QuickBooks, Microsoft Office Suite and Zoho Suite including Zoho CRM are the primary technology tools used in the office. High-level Excel proficiency strongly desired.
- The ideal candidate will have excellent verbal and written communication skills. The successful candidate will also demonstrate a high attention to detail, problem solving skills and the ability to establish strong administrative systems. Other attributes include the ability to work effectively with diverse groups of people and the ability to organize and juggle multiple tasks, maintain confidentiality, use time effectively and work independently.

Hours: Full-time, General business hours, in office four days of the week in downtown Pontiac, Friday remote.

Compensation: \$50,000 - \$55,000 per year, health benefits. Professional development opportunities.

To apply for the position please submit a resume and cover letter by September 15, 2024 to Lisa Machesky, Executive Director at lisa.m@oaklandliteracy.com.



The Oakland Literacy Council provides basic literacy, numeracy, and English language instruction to adults to facilitate lifelong learning, employment skills and personal well-being. Volunteers have been providing free one-on-one tutoring for adults with literacy needs since 1984.