

Everybody Wins! Vermont

Job Description: Operations Manager

The operations manager holds primary responsibility for the smooth functioning of the Everybody Wins! central office, including bookkeeping, employee on-boarding, reception/phone answering, and other administrative functions.

The position is primarily based in the Montpelier office at 56 College Street, but some remote work is also possible.

### **Administration (50%)**

- Answer phones, receive infrequent visitors, process mail
- On-board/off-board personnel
- On-board/off-board board members
- Data entry
- Maintain paper & digital (cloud-based) files
- Maintain & order office supplies & equipment; manage physical facility
- Prep, set up, support, and tear down all-staff meetings and board meetings when in Montpelier
- Provide logistical and administrative support to staff as needed
- Support events: attend, set up, tear down, and speak with the public

### **Bookkeeping (50%)**

- Manage accounts payable and accounts receivable
- Reconcile accounts
- Manage payroll & staff reimbursements
- Serve as organizational liaison with VT Dept of Labor, VT Dept of Taxes, and VT Criminal Information Center
- Monitor and meet organizational and fiscal filing deadlines
- Oversee filing of quarterly and annual employer tax reports & payments
- Work with accountant to oversee annual filing of Form 990
- File annual/biannual report with VT & NH Secretary of State
- Maintain chart of accounts
- Produce weekly and monthly financial reports for the ED and board
- Produce annual site allocation of income & expenses

### **Qualifications**

- Administrative & customer service experience; demonstrated excellence in internal and public-facing communications; strong communication skills in diverse situations, with different media and audiences

- Detail-oriented, organized, and computer literate; comfortable and knowledgeable in Microsoft Office and Google Suite
- Experienced bookkeeper; familiarity with QuickBooks Desktop; familiarity with eTapestry (CRM) a plus; formal bookkeeping training preferred
- Superior judgment and problem-solving skills
- Efficient in an environment with evolving priorities
- Flexible and able to adjust to changes in schedule and program needs a plus
- Familiarity with mentoring and with Everybody Wins! preferred but not necessary

### **Job Logistics**

- 20 hours per week year-round with some flexibility for school vacations & summers
- Primarily in person but some remote work is possible
- Occasional weekends and evenings required to staff events
- Accrues 2 weeks annual PTO from hire date; 6 set and 4 floating paid holidays annually (.20 of regular work week)
- \$20-\$25 per hour depending on qualifications

Everybody Wins! Vermont is an equal opportunity employer and does not discriminate.