

# ***Accounting and Operations Manager (part-time)***



## ***Job Summary:***

The Accounting and Operations Manager is responsible for all bookkeeping and finance, human resources, and grant management 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.

## ***This job will be ideal for you if you are...***

- A highly organized, detailed, hands-on individual used to handling multiple tasks at the same time;
- Knowledgeable about nonprofit accrual accounting;
- A self-starter who can keep projects moving and problem-solve challenges that arise;
- Tech savvy, able to leverage tools to work efficiently and creatively;
- Comfortable with a small staff and a quiet office environment.

## **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, track, and allocate expenses according to contract guidelines.

### *Administrative Duties*

- Manage office systems including copier, phone, wi-fi. Maintain inventory and order office supplies. Run errands to businesses such as the post office, bank, and Costco.
- Coordinate with landlord on all building issues, maintain keys for office entry.
- Provide administrative support for all Board committees which includes agenda preparation, virtual meeting setup, calendar invites. Maintain contact information for the Board and maintain Board records.
- Provide administrative support for Executive Director and Development Director as needed.

## **Qualifications:**

- Bookkeeping and/or accounting and using QuickBooks experience **required**. Nonprofit and nonprofit accrual accounting experience ideal.
- Must have 3-5 years of administrative experience in a complex environment.
- Strong computer skills needed. QuickBooks, Microsoft Office Suite, Little Green Light, and Zoho People and Meetings are the primary technology tools used in the office. Excel proficiency strongly desired.

***Hours:*** 28 hours/week, hybrid in downtown Pontiac, Monday through Thursday.

***Compensation:*** \$26-\$28/hour. Professional development opportunities.

To apply for the position please submit a resume and cover letter by Feb. 28, 2025 to Laurie Weeks, Executive Director at [laurie.w@oaklandliteracy.com](mailto:laurie.w@oaklandliteracy.com).

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