

Non-Profit Operations Director

Massachusetts Association for Mental Health

Job Description:

This is an opportunity for someone with the skills and interest in helping a non-profit health and human services advocacy organization function smoothly so that its staff can make a positive difference in the lives of children and adults in the Commonwealth.

The Operations Director will report to the President/CEO, but will work with all employees (4-5) at this \$1.0-\$1.5M organization located in Boston's Financial District.

The Operations Director will be responsible for the following functional areas and tasks:

- Bookkeeping/Payroll - Preparing payroll, processing checks, maintaining financial filing system, monitoring bill payments
- Providing weekly/monthly financial reports to Executive Director
- Handling invoicing, accounts payable and accounts receivable.
- Processing payment requests and expense forms, timesheet information, records management
- Preparing documents for audit
- Budgeting - monthly forecasting, actuals analysis,
- Human Resources including payroll and benefits
- Office administrative contracts
- Program contracts
- Board communication
- Correspondence – emails/written
- Event Coordination
- Website maintenance - Post approved materials and updates on Website
- Providing support for Development work – fundraising, tracking/reporting, emails
- Supporting Grant Writing –preparing data tables, document management
- Managing relationship with IT and phone consultants.
- Managing phone equipment (setting up mailboxes, administering the mailboxes, etc.) and network copier/printer
- Managing office supplies
- Ad hoc analysis and other duties, including special projects, as assigned
- Supporting and adhering to strong internal control policies and procedures and identifying areas where improvements can be made.

Education and Experience

- Bachelor's degree required
- Minimum of 5-7 years of relevant work experience in Finance/Accounting
- Previous experience with budgeting and analysis
- Strong communication and interpersonal skills
- Proven analytical and organizational skills
- Demonstrated ability to multi-task and be detail-oriented with respect to ensuring deadlines are met
- Be able to handle confidential information with high level of discretion and professionalism
- Advanced Microsoft Excel / Office skills required, Quickbooks
- Commitment to the mission and work of health and human services a plus

Compensation:

- Competitive non-profit sector salary plus benefits.
- May consider 4 day, 30 hour week, if preferred by applicant

To apply, please send resume to Louise Povall at louise@louisepovall.com.