

Big Brothers Big Sisters of Greater Cincinnati, Inc.
Position Announcement
Finance & Operations Manager

Big Brothers Big Sisters of Greater Cincinnati, Inc., a not-for-profit social service agency and leader in the mentoring field, is seeking an experienced professional for a 30-40 hour/week position of Finance & Operations Manager. The successful candidate will work with the President & CEO to manage the day to day operations of the agency.

The purpose of this position is manage daily office operations including bookkeeping, banking, budgeting, payroll processing, human resources (current staff of 32), computer/phone network management, special event support, board meeting preparation, contracts and scheduling.

KEY RESPONSIBILITIES INCLUDE:

- Manage financial database and all related daily accounting and bookkeeping activities
- Review, analyze and forecast cash flow and financial metrics
- Prepare all required annual audit and 990 materials and work closely with auditor
- Prepare all required financial reports for grants, board, staff and projects
- Manage human resource functions including payroll, new-hire on-boarding and employee exit management, benefits administration, and staff recognitions
- Manage technology contracts for internet, phone and computers
- Troubleshoot and problem solve all office related issues
- Support fund raising and program staff in events and projects
- Other duties as assigned and required

COMPETENCIES REQUIRED:

Action Oriented & Problem Solver	Optimistic Personality	Project Management Skills
Self Starter & Independent	Multi-Tasker	Priority Setting
Excellent Communication Skills	Interpersonal Savvy	Results Driven

JOB REQUIREMENTS:

Bachelor's degree in accounting, finance, management or related field and financial/bookkeeping/accounting professional experience. Minimum of three years work experience in an office setting. QuickBooks and payroll experience preferred. Demonstrated ability in oral, written and listening skills. Ability to juggle multiple projects effectively.

Our vision is that all children achieve success in life. Our mission is to provide children facing diversity with strong and enduring, professionally supported 1-to-1 relationships that change their lives for the better, forever. If you are interested in helping us achieve our vision and carry out our mission, please send a resume, cover letter, salary requirements, a personal and a professional reference by April 1, 2018 to: Kathy List, President & CEO, Big Brothers Big Sisters of Greater Cincinnati, Inc., 2400 Reading Road, Cincinnati, OH 45202, or fax to 513-421-8114, or e-mail list@bigforkids.org.

Equal Opportunity Employer