



*Families lead, kids succeed.*

**Position Title:** Finance/Operations Manager

**Reports to:** Executive Director

**FLSA Designation:** Exempt at .20-.40 FTE with work from home flexibility

**Salary Range:** \$75,000-\$90,000 FTE

### **About Parent Services Project**

*Parent Services Project engages and strengthens families to take leadership for the well-being of their children, families, and communities.*

Founded in 1980, Parent Services Project is a nonprofit organization dedicated to integrating family support, engagement and leadership into early childhood programs, schools and family-serving organizations. We believe that families are leaders in their children's programs, schools and communities, where they are part of building equitable partnerships based on mutual respect. Families' engagement and leadership creates social change and equity for all, and as a result, all children develop to their fullest potential surrounded by a caring community.

For more information, visit: [www.parentservices.org](http://www.parentservices.org)

### **Position Purpose:**

The manager works in a collaborative team, under the direction of the Executive Director, to provide strong fiscal and operational management to the organization and its programs. The position requires demonstrated expertise in non-profit management, including fiscal, fund development and organizational skills.

### **Essential Functions:**

1. Manages the financial resources for the organization in accordance with generally accepted accounting principles.
2. Provide monthly financial materials to organization's accounting/ CPA firm.
3. Implements the financial plan of the organization in order to achieve agency goals and objectives.
4. Responsible for fiscal oversight, development and management of the annual line item budget.
5. Review and provide financial statements for board, funders and annual audit. Responsible for funding allocations and report tracking.
6. Supports financial reporting to the Board of Directors; provides staff support to the Finance Committee of the Board of Directors.
7. Works with Executive Director to secure grants, negotiate contracts, and analyze fee structures to secure diversified funding resources.
8. Tracks and manages grants and contracts, ensuring that all fiscal reporting requirements and invoices are met in a timely fashion.
9. Tracks expenses and develop financial reports and invoices based on funder or contract requirements.
10. Participates as a member of the senior management team to contribute to the overall success of

11. the organization.
12. Works in cooperation with administrative and program staff, providing fiscal expertise and leadership to ensure sound fiscal practices.
13. Oversees operational activities of the organization, including lease, insurance, equipment, etc.
14. Oversees organization's annual healthcare membership enrolment
15. Other duties as assigned.

## **Qualifications**

- Bachelors degree or equivalent education, masters preferred.
- Minimum of five-years experience in a non-profit organization as a financial director, general manager or similar title.

**To apply:** Please submit a cover letter, resume and three recent references via email to: [bfregoso@parentservices.org](mailto:bfregoso@parentservices.org). No phone calls please. Open until filled.

Parent Services Project is an equal opportunity employer.