

# Operations Manager

## Overview

**Operations Manager**, reporting to the President and CEO, performs day-to-day financial transactions and ensuring accurate and timely recording of financial data. This position plays a vital role in supporting the financial integrity of the organization and assisting with general accounting processes in compliance with nonprofit accounting standards.

## Essential Job Functions

- Record daily financial transactions, including receipts, disbursements, invoices, and payments
- Maintain accurate and up-to-date general ledger entries
- Process accounts payable and accounts receivable
- Assist in reconciling bank and credit card statements monthly
- Prepare and make bank deposits
- Process and review donation accounting transactions to ensure accuracy and compliance
- Track and reconcile revenue and expenses to grant budgets, ensuring financial accuracy and adherence to grant requirements
- Prepare or assist in the preparation of grant budgets, proposals, and renewals
- Assist with audit preparation and document management for areas of responsibility
- Maintain financial records and reporting to support organizational and funder compliance
- Support the month-end accounting review and close process and serve as a liaison between CAPA and Support KC
- Serve as a liaison between CAPA and OMNI Human Resource Solutions to support the payroll and benefits selection process as it relates to financial accounting

## Additional Job Functions

- Carry out CAPA's mission: To prevent and treat all forms of child abuse by creating changes in individuals, families, and society that strengthen relationships and promote healing.
- Support CAPA's strategic plan and ensure accountability through the successful implementation of assigned objectives where applicable.

- Maintain confidentiality of all agency information, consumer nonpublic personal information (NPI), and personal health information (PHI), as well as records directly or indirectly identifying any person currently or formerly receiving services from CAPA.
- Maintain professional standards and technical knowledge through annual attendance at educational workshops/seminars and review of professional publications. Inform staff and colleagues of the results of these activities.
- Accept and use supervision, direction, and consultation to maximize available resources in the completion of work duties.
- Additional responsibilities will be assigned as needed to maintain and improve the effective functioning of the department and to advance the mission of the organization.

All job responsibilities will be carried out under the direction of agency policies and procedures.

## Education and Experience

- Bachelor's degree in accounting/finance/related field desired, but not required
- 4 years of experience in non-profit accounting and grant administration and/or commensurate experience
- Considerable knowledge of basic accounting principles.
- Able to collaborate with a multi-disciplinary team, which requires excellent verbal and written communication skills.
- Able to function independently with minimal direct supervision.
- Able to multi-task and prioritize, which requires excellent time management and organizational skills.
- Strong attention to detail, action oriented and creative problem-solver.
- Able to accurately work under pressure and meet deadlines.
- Strong computer skills, including QuickBooks, Microsoft Office and other software.

## Compensation and Benefits

- Salary: \$65,974 - \$82,467 depending on experience

PAID LEAVE BENEFIT	# of Days
CAPA Paid Holidays	12
Paid Leave	15
Self-Care Days	12
CAPA Winter Break	7
Birthday Leave	1
Personal Leave	2
Sick Leave	12

### OTHER BENEFITS

Cell Phone Reimbursement	\$75 per quarter
Mileage Reimbursement	62.5 cents per mile
Professional Development Training	1% of salary Ongoing
Health Insurance*	80% of premium
403B Contributions**	5%
Life Insurance***	Up to \$50,000
Employee Assistance Program	
Supplemental Insurance	

**\*Medical Insurance:** CAPA will pay 80% of your individual health insurance premium. The additional cost of the premium will be paid by you. You may add family or dependent coverage at your own cost. CAPA deducts any difference in cost for each of your paychecks and pays your premium directly to the health insurance company.

**\*\*403 (B) Plan:** If Medical Insurance is not selected, CAPA will pay 5% of your salary, with no matching requirement, towards a qualified 403 (B) retirement plan. You may authorize additional amounts to be deducted from your paychecks. Current fund options are Edward D. Jones Company and American Century Mutual Funds.

**\*\*\*Life Insurance:** CAPA provides life insurance for eligible staff at one time the annual salary, up to a maximum of \$50,000 at no cost to staff. Staff members may purchase additional life insurance if desired as part of their benefit coverage. Premium is deducted from your paycheck each month.

## Workplace Policies and Agreements

- All CAPA staff must sign a confidentiality agreement and conflict of interest agreement.
- CAPA does not allow for the use of recreational drugs, vaping, or any habit-forming substances that can impair performance.

## Working Conditions

Conditions	Details
Hours of work	Monday - Friday from 8 am to 5 pm; evenings and weekends rarely but based upon client and agency need.
Overtime expectations	Overtime is not permitted.
Work environment	Private office; remote work permitted.
Travel requirements	No travel will be required.
On-call responsibilities	This position does not have on-call responsibilities.
Special conditions or requirements	Must be able to pass an FBI background check along with a child abuse and neglect screening.

## Evaluation and Review

- Performance evaluation will be based on the degree to which the Essential Job Functions outlined above are completed.
- Meeting and exceeding the expectations outlined above in the Essential Job Functions may result in additional compensation as a performance bonus.

## Reporting Relationships

- Reports to: President/CEO
- Other contacts: other CAPA leaders, direct service staff, funders, human resources, accounting and auditing vendors, and board members.

Please send resumes and questions to [hr@capacares.org](mailto:hr@capacares.org).