

Home ReSource seeks a dynamic, mission-motivated Operations Manager to manage the administrative and accounting systems of our growing non-profit business. Home ReSource collects and sells reusable building materials to reduce waste and build a vibrant and sustainable local economy.

Job Summary

Manages the administrative and financial systems of Home ReSource, supporting the store, deconstruction and executive functions and ensuring continuity and efficiency among operations and programs. The Operations Manager does not supervise staff but is a member of management team. Reports to the Executive Director. Full-time, \$32,000 – \$35,000/yr (depending on experience) with health and other benefits. Part-time applicants (32 hrs +) may be considered.

Job Duties

- Improve the operational systems, processes and policies in support of organizations mission. Support management reporting, information flow and tracking, and organizational planning geared toward operational excellence.
- Manage and increase the effectiveness and efficiency of financial services (including some HR, IT and Development, up-to-date accounting systems, internal controls and reporting, and reviewing and proposing financial policies as needed).
- Provide accurate and efficient bookkeeping (including payroll and taxes; day-to-day managing of A/R; A/P; monthly reconciliations, generating year-end reports, and fulfilling tax related requirements) using Quick Books, and producing reports as requested.
- Create and maintain effective systems for managing key information and documents, including procedures for bids, tracking donations and donors, vendors and insurance, and organizational archives.
- Support development activities including grants tracking and reporting and oversight and processing of events accounting.
- Assist Executive Director and Board in creating annual organizational budget and monitoring cash flow.
- Help ensure that operational policies and systems are consistent across programs and support our triple bottom line.
- Track and order office supplies and maintain up-to-date vendor accounts.
- Coordinate tasks and systems with other managers and director.

Knowledge, Skills and Abilities

Minimum 3-5 yrs experience in non-profit, accounting, building, retail, or related field. Personable, highly-motivated, detail-oriented person committed to helping build our mission-driven organization.

Works well alone and as a team with diverse individuals.

Proficient in Quick Books, QB payroll module and Microsoft office.

To Apply:

Send a cover letter, resume and names of 3 references to katie@homerresource.org.

Position is open until filled. We will begin reviewing applications April 20th.