



**Position:** Operations Manager

**Full-Time Position:** Exempt (Monday through Friday)

**Reports To:** The Chief Executive Officer

The essential functions/major responsibilities listed are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position. Duties and responsibilities are also subject to change by the employer as the needs of the employer and the requirements of the job change.

**Job Summary:**

To provide for the overall management of business related operations, in alignment with the values of the Catholic Church and in support of the mission of the Catholic Community Foundation of Northeast Indiana.

**Job Responsibilities:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

- Direct transaction processing and management of the general ledger and subsidiary modules (i.e. accounts payable, accounts receivable, donor distributions, donor database, etc.) according to generally accepted accounting principles.
- Provide technical support and information to donors, beneficiaries, trustees, money managers, third-party contractors and staff as needed.
- Manage cash, all cash accounts and cash transfers according to acceptable fiscal policies, procedures and best practices. Ensure accurate and timely reconciliation of all bank accounts ensuring separation of cash duties.
- Develop and provide monthly, year-end and as-needed financial statements for internal analysis, trustee reporting, audits and other use including footnotes as appropriate.
- Provide financial statement analysis and reporting for team members, CEO, board of directors or committees in an accurate and timely manner.
- Ensure the timely development of annual and as needed budgets and provide timely variance reporting of actual results.
- Ensure timely completion of annual audits.
- Ensure timely completion and distribution of IRS for 1099's for vendors and gift annuities.
- Calculate and mail distribution election forms for beneficiaries.
- Ensure the safety, care and efficient operation of all property including facility, fixed assets, inventory, intellectual, and other.
- Manage the terms and conditions of contractual obligation of the organization.
- Ensure order, safety and archiving of corporate files, records and other information
- Oversee information technology.
- Develop, monitor and provide update recommendations as necessary for policies and procedures, including fiscal internal controls and best practices.

- Ensure sound banking policies and practices and maintain relations with banking institutions.
- Coordinate with the Diocese of Fort Wayne - South Bend all human resource information.
- As assigned by the CEO, support the goals and serve as staff liaison to the various related committees of the Board of Directors.
- To perform other duties as assigned from time to time by the CEO.
- Attend Catholic fund-raising events sponsored by the Catholic Community Foundation of Northeast Indiana to build visibility and awareness among funders and in the community.

### **Qualifications**

The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- An understanding of Catholic stewardship and philanthropy; ability to manage and supervise business functions; ability to serve and assist others.
- Excellent reading skills and ability to communicate effectively both in written format and oral presentation.
- The ability to multi-task and establish priorities.
- The ability to both serve and lead others and the willingness to provide “hands-on” work.
- Proficient with Windows applications including Word, Excel, and database environments.
- The ability to work collaboratively with others in a team setting and independently.
- Ability to maintain all information highly confidential.
- Data entry skills

### **Education/Preferred Work Experience**

- A minimum of a bachelor's degree in business;
- Master's degree in business administration and/or CPA preferred.
- A minimum of five years' experience in managing accounting and finance or managing a philanthropic office setting including accounting, finance, budget, banking relations, investments, information technology and related software applications use.

### **Physical Demands**

- Ability to exert up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects.
- Regularly spend long hours sitting and using office equipment and computers.
- Regularly move from sitting to standing positions effortlessly.
- Regularly use hands and fingers to lift files, open filing cabinets, and for data entry purposes.
- Frequently bend to file paperwork.
- Must be able to speak clearly so listeners can understand.
- Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, and ability to adjust focus.