



San Diego LGBT Pride

Job Description – Operations Manager

Job Title: Operations Manager

Reports to: Director of Philanthropy

FLSA Status: Exempt

Position Type: Full-Time/Regular

Salary: \$47,500- \$52,500 DOE

Benefits Include: Full Medical & Dental, Generous Vacation and Holiday PTO, Professional Development Experiences

Summary

As part of San Diego Pride's mission to foster pride locally and worldwide, the Operations Manager is responsible for directing a group of internal functions for the organization. This role will perform and direct the following internal operations for our staff of seven: human resources, accounting, payroll, information technology, office services, facilities, and purchasing.

The Operations Manager will work closely with the Director of Philanthropy in order to assist in managing budgets, creating ad hoc financial reports from the accounting software, and assisting other departments in their individual needs. This role will perform a wide variety of administrative activities as well as assist during Pride Weekend in running the financial department and cash operations of the Pride Festival.

Essential Duties & Responsibilities

Accounting & Finance (30%)

Manage day-to-day financials utilizing QuickBooks and finance-related software. Full cycle Accounts Payable. Full cycle Accounts Receivables. Manages cash flow. Monthly bank and vendor account reconciliations and daily banking transaction recording. Produce monthly financial statements. Assist in production of monthly accounting close and financial statement production. Create and produce other financial reports/documents as needed from accounting and finance software. Assist in Month-end accrual process and closing. Assist in annual financial audit. Maintain, update, and create necessary Fiscal Responsibilities Procedures in accordance with Financial Committee guidelines. Oversees actual department budget spending and monitors to prevent spending over approved budgets. Oversee Pride Festival Weekend Financial Operations. Oversee and provide fiscal responsibility over the Pride Festival box office. Oversee Pride Festival Bar revenue procedures. Oversee Pride Community Grant Program, and track all forms of Pride's philanthropic giving via accounting software. Track and report donations.

Founded in 1974, San Diego LGBT Pride is a 501(c)3 nonprofit organization whose mission is: Fostering pride in, and respect for, all lesbian, gay, bisexual, and transgender communities, locally, nationally, and globally. www.sdpride.org

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Phone 619-297-7683 | Fax 619-260-3096

Office Management (20%)

Assists Executive Director & other staff in day-to-day administrative functions including tracking of grant related reports. Management and selection of year-round vendors. Responsible for all post office duties. Places necessary office supply orders. Responsible for front office operations and manages occasional reception volunteers. Manages office interns. Responsible for purchasing office snacks, board meeting food, & other supplies as necessary for office operations.

Event Administration & Logistic Support (15%)

Assists in the oversight of event administration, logistics, and budgeting for all Pride-sponsored events-Rally, Parade, Festival, Out at the Park, Out at the Fair, Pride World Forum, etc. Manage or assist with the management of the on-site operations of Pride-sponsored events. Review contract applicants, RFQ/RFPs. Approve financial documents and check requests for events. Ensure cross department coordination. Assist with the creation and implementation of time-line. *Assist in construction of annual budget and its adherence. Evaluate systems, expenses and incomes to make recommendations that keep Pride profitable.*

Human Resources (15%)

Process bi-monthly Payroll. Process all necessary paperwork for employee hiring/discharging. Serve as HR advisor to the Executive Director. Serve as point of contact for employee insurance programs. Oversee employee compensation and liability insurance programs. Manages employee reporting and filed complaints. Oversee company structure for efficient level staffing. Creates, maintains, and updates all necessary forms to track employee development and goals. Maintain employee files and Employee Handbook.

Facilities Management (10%)

Maintains building offices in exemplary and presentable conditions. Resolves all maintenance requests submitted by company Staff/Board/Volunteers. Ensure building & liability insurances are renewed and active. Bid out contractors and possible vendors for major building repairs and enhancement projects. Coordinate repairs and execution of major and minor repairs needed to enhance/maintain building with city (etc.) guidelines. Oversee facilities & janitorial contracted staff. Serve as land lord & perform according duties to current & future tenants. Liaison for organizations that utilize our building.

Secondary Duties & Responsibilities

Information Technology (5%)

Troubleshoot, maintain and repair server, VoIP system and 25+ computer stations, Update and push out software when needed, regulate all e-mail addresses for the staff/volunteers and create new accounts as needed, Special projects as needed.

Festival Weekend Financial Operations (5%)

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During Pride Weekend, the Office Manager will assist in the Financial Operations of the San Diego Pride Festival. Duties will involve overseeing the Box Office and being responsible for all incoming from box office ticket sales, merchandise sales, and beverage sales.

Required Knowledge, Skills, and Experience

- Deep understanding of accounting, administration, and office operations
- Knowledge of budget implementation and control
- Ability to create reports from accounting/finance software as requested
- Working knowledge of non-profit accounting
- Ability to take initiative and problem solve
- Excellent verbal and written communication skills
- Ability to present oneself as well as the company in a professional manner
- Knowledge of applicable laws/policies/principles/etc.
- Proficient in the use of a personal computer and corresponding programs
- Detail oriented
- Extremely organized

Minimum Qualifications

- Education: College degree in Business Administration, Finance, Human Resources, or related field required or commensurate work experience.
- 2-3 years of office administration experience required
- 2-3 years of full-cycle accrual method of accounting required
- 1-2 years of management preferred
- Experience with Quickbooks software
- Some IT experience preferred
- Reliable transportation

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit, use hands to finger, handle or feel objects, tools or controls; reach with hands and arms. The employee is occasionally required to stand, walk, stoop, kneel, crouch or crawl. The employee will frequently lift up to 50 pounds. The employee will be required to travel for a variety of work functions such as purchasing office supplies, mail delivery/pickup, weekly bank deposits, etc.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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San Diego Pride is an equal opportunity employer.

All employees and volunteers of San Diego Pride must maintain an environment that is friendly, welcoming, and accepting of all factions of the Lesbian, Gay, Bisexual, Transgender, Queer, Intersex, and any other members of our community.

Job location

San Diego, California

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