

## Operations Manager

The Golden Gate Audubon Society (GGAS) is a non-profit, wildlife conservation organization which engages people to protect Bay Area birds, other wildlife and their natural habitats. We conserve and restore wildlife habitats, connect people of all ages and socio-economic backgrounds with the natural world, and educate and engage Bay Area residents in the protection of our shared, local environment. GGAS is looking for a talented *Operations Manager* with experience, leadership, commitment, and initiative to help advance the mission of GGAS and increase the efficiency of this agency. The ideal candidate will oversee, manage and optimize the organizational operations and activities of GGAS.

### **RESPONSIBILITIES:**

#### **Fiscal Management:**

- Accounts payables functions (i.e., payroll, vendors)
- Accounts receivables functions (i.e., development data entry, bank deposits)
- Supervise and review bookkeeping
- Complete bank reconciliations and month-end accounting
- Track grants and major donors (i.e., temporarily and permanently restricted funds)
- Assist with preparation of annual audit and tax filings

#### **Office Management:**

- Provide front end desk support
- Ensure policies, licenses, quarterly taxes, and state and federal reports are current
- Supervise volunteers
- Support class instructors
- Maintain an updated office manual and reference binder

#### **Member/Donor Management:**

- Provide excellent customer service to members, potential members
- Assist with membership, donations, and event registrations and cancellations
- Ensure data hygiene of the CRM database
- Set up and manage event and program registrations in CRM database
- Assist with the preparation of the Gull newsletter and field trips list

#### **Technology & Facilities Management:**

- Provide and/or coordinate maintenance of all office equipment, IT support, security, and janitorial services.

#### **Human Resources Management:**

- Prepare hiring documents and background checks for new hires
- Ensure basic HR compliance
- Maintain personnel files

#### **Other:**

- Provide general administrative support for all staff, board members, volunteers, and members.
- Other duties as may be assigned.

## **QUALIFICATIONS/REQUIREMENTS:**

- 4-year college degree or equivalent experience
- Strong verbal and written communication skills
- Demonstrated experience in non-profit bookkeeping and/or accounting (QuickBooks expertise strongly preferred)
- Demonstrated experience with donor database software
- Ability to troubleshoot technical problems
- Excellent computer software and Internet proficiency (in-depth knowledge of Microsoft Office)
- Experience providing friendly and helpful customer service
- Experience managing volunteers
- Strong team player attitude
- Ability to lift approximately 50 pounds
- Possess a valid driver's license and be able to drive in the State of California
- Knowledge of and enthusiasm for Nature, birds/ wildlife & habitat conservation desirable.

GGAS is an equal opportunity employer that is committed to diversity and inclusion within our staff. We strongly encourage all qualified applicants to apply.

This position is 3/4 time (30-32 hours per week) and does include benefits. Compensation commensurate with experience.

TO APPLY:

PLEASE SUBMIT a cover letter (highlighting why you're qualified and interested in *this* role) along with your resume. Please submit these documents as a single PDF (if possible) directly only to: [jobs@goldengateaudubon.org](mailto:jobs@goldengateaudubon.org)