

Manager of Finance and Operations

Bradbury-Sullivan LGBT Community Center is a fast-growing non-profit organization that provides arts, health, youth, and pride programs to strengthen and support the LGBTQ+ community across the Lehigh Valley. Founded in 2014 and opened in 2016, Bradbury-Sullivan LGBT Community Center has become a leading-edge and complex organization with a diversity of revenue sources and an even greater diversity of community programs.

This organizational growth has precipitated the need for a Manager of Finance and Operations to guide the organization's financial systems as it continues to grow its impact across the Lehigh Valley.

Full-Time

Reports to the executive director

Two direct reports

Position Summary: The Manager of Finance and Operations works collaboratively as part of a finance and operations team that includes two direct reports: the center's administrative manager and janitor. The Manager of Finance and Operations is a member of the center's senior leadership team, reporting to the executive director, and ensuring inter department collaboration with programs, communications, and development. Based on a familiarity with basic non-profit finance, bookkeeping, facility management, non-profit operations, and basic information technology, the Manager of Finance and Operations is responsible for overseeing organizational operations and ensuring financial management in line with accounting standards, audit requirements, grant requirements, and organizational policies.

Key Responsibilities:

Finance

- Manage organizational bookkeeping and financial record keeping
- Submit biweekly payroll to external payroll provider and maintain employee timesheets
- Oversee accounts payable and receivable
- Make daily bank deposits
- In partnership with the executive director, treasurer, and director of development, prepare drafts of the annual operating budget for board approval
- In partnership with the development and programs teams, assist with preparation of grant and program budgets
- Oversee compliance with annual worker's compensation audit, and serve as organizational contact for worker's compensation questions
- Serve as primary liaison with auditors for the organization's annual financial audit
- Ensure remittance of state sales tax at required intervals
- Provide monthly financial reports to the treasurer of the board of directors and weekly financial reports to the executive director
- Coordinate monthly bank account and credit card reconciliation processes and credit

card processing fee payout reports and ensure compliance with organizational credit card usage procedures

- Establish, update, and strengthen finance procedures as needed based on organizational growth

Operations

- Oversee the employee on-boarding and orientation program is completed
- Ensure changes to employee benefits are made in timely manner
- Oversee annual open enrollment in organization's medical, dental, and vision insurance and work with benefits consultant on any short term/long term disability claims
- Manage annual review/appraisal process
- Oversee facility management and maintenance agreements
- Manage compliance and renewal process for the organization's sales tax exemption, purely public charity renewals, small games of chance license, and Bureau of Charitable Organization's certificate.
- Oversee IT structures, including relationships with the organization's managed IT provider, computer security requirements, building security, telephones and internet, etc.
- Oversee risk management, including relationship management with the center's insurance agent.
- Develop and manage supplier diversity initiatives, while also controlling cost and ensuring compliance with grant contract purchasing requirements
- Develop and implement internal operations manual
- Establish, update, and strengthen operational procedures as needed based on organizational growth

General Responsibilities

- Attend staff and senior leadership team meetings as scheduled
- Schedule and facilitate finance and operation team meetings
- Provide monthly written report to the executive director
- Additional duties as assigned

Qualifications and Characteristics

- Energy, enthusiasm, and motivation to ensure appropriate financial and operational management for the organization
- Comfort with cold calls and phone-based communication
- Comfort with reviewing and comprehending contracts
- Excellent organizational skills and high attention to detail
- Ability to use technology to achieve results
- Ability to work well independently and as a member of a team in a fast-paced,

deadline-driven environment, and be able to prioritize and manage multiple tasks effectively and efficiently

- Prior experience in engaging historically underrepresented and marginalized communities, including LGBTQ+ community members and people living with HIV
- Demonstrated track record of setting and achieving goals
- Proficiency with Quickbooks, Zoom, Slack, and Google apps including Sheets, Docs, Forms, and Slides
- Strong organizational skills and follow-through

Requirements

- Cultural competency around LGBTQ+ communities, including at the intersection of race/ethnicity, gender, and disability.
- A passion for LGBTQ+ health equity and LGBTQ+ human rights.
- Prior experience in non-profit accounting or financial management
- Prior bookkeeping experience
- Bachelor's degree, preferably in finance or accounting, or related fields. Relevant experience in lieu of a degree is acceptable.
- Child Abuse, State Police, and FBI background checks are required for this position.
- As a finance position, this position also requires a credit check. The credit check will be completed for finalists only, and with the applicant's awareness and consent.
- This position is required to drive to various locations; a driver's license and personal vehicle is required.

Preferences

- Previous experience working at a community-based non-profit organization
- Advanced degree or certifications in finance, accounting, or nonprofit management
- Spanish-language spoken and written proficiency

Benefits/Compensation

This is a full-time position funded with a salary range of \$40,000-\$46,000. Salary will be offered for this position based upon the successful candidate's prior experience. Bradbury-Sullivan LGBT Community Center offers health, dental, vision, life, short-term and long-term disability insurance and offers an SEP/IRA retirement plan, credit union access, and vacation time. Excellent working environment in downtown Allentown, PA within walking distance of numerous restaurants and cafes, arts and culture organizations, and more.

Frequently cited statistics show that women, trans and non-binary people, Black, Indigenous, and other people of color, as well as other historically excluded populations apply to jobs only if they meet 100% of the qualifications. Bradbury-Sullivan LGBT Community Center encourages you to break that statistic and to apply. No one ever meets 100% of the qualifications. In addition, Bradbury-Sullivan LGBT Community Center is a ban-the-box organization. We look forward to your application.

Applications will be accepted on a rolling basis until we find the right candidate for the position.

The position is open immediately, please email your résumé, a responsive cover letter, a

writing sample and list of three references as ONE document in PDF format to: Sharon Brotzman, administrative manager, sharon@bradburysullivancenter.org.