



OPERATIONS MANAGER

The Pensacola and Perdido Bays Estuary Program's (PPBEP) mission is to restore and protect the Pensacola and Perdido Bay watersheds through restoration, education, and unbiased monitoring of the health of our bays, estuaries, and watersheds.

The Operations Manager will provide administrative, accounting, and human resources support, enabling the PPBEP team to execute our mission efficiently and effectively. The Operations Manager will support implementation of PPBEP's Strategic Plan to grow PPBEP's administrative and accounting capacity.

The Operations Manager will serve as administrative support to the Executive Director and to the Board of Directors. The incumbent will be responsible for preparing Board minutes, office management, and ensuring compliance with contracts and grant agreements. Primary accounting and finance duties include processing payroll, invoices, grant reimbursement requests, bookkeeping, and coordinating purchasing. Primary duties with human resources include onboarding and offboarding employees and serving as PPBEP's Benefits Manager.

The Operations Manager should possess skills in public administration, financial management, nonprofit administration, business administration, or related skills and have prior experience in financial management, public administration, and/or nonprofit management. The Operations Manager should possess knowledge of office management, accounting, grant compliance, and human resources.

The Operations Manager is an at-will position accountable to the Executive Director and will support all staff. This is a full-time position that will have regular work hours from Monday-Friday. Occasional evening and weekend work to support PPBEP meetings and events may be required. The position is based in Pensacola with limited travel.

EXAMPLE OF DUTIES

ADMINISTRATION

Ensures PPBEP leadership's five-year vision is successfully implemented

Provides administrative support to the Executive Director

Prepares Board minutes and schedules Board meetings

Serves as the Program's custodian of public records

Oversee the administration and compliance of contracts and grant agreements

Serves as Office Manager, ordering and maintaining office supplies and equipment

Ensures compliance with Federal, State, and local laws, regulations, codes, and/or standards

ACCOUNTING AND FINANCE

Manages Program bookkeeping using QuickBooks

Processes accounts payable, record deposits, record cash receipts, bank account reconciliations, and credit card reconciliations

Processes payroll

Manages and coordinates the production of applicable financial reports, statements, reconciliations, and/or payroll activities in assigned area of responsibility

Completes grant reimbursement requests

Assists the Executive Director with preparation of the annual budget

Coordinates the annual audit

Manages Program's procurement activities

Coordinates team purchasing needs

Provides administrative support for the Community Grant Program, including managing agreements and processing reimbursement requests

HUMAN RESOURCES

Onboards and offboards employees

Serves as the Program's Benefits Manager

Administers employee grievance process

Assists with employee accountability process

OTHER

Assists in planning and executing the Program's annual Evening for the Estuaries Gala

Performs other duties as assigned

PPBEP TEAM CREED

Our PPBEP team is united by a shared purpose: to restore and protect our watersheds and enhance the quality of life in our communities. We are guided by core values in all our actions and interactions, creating an environment where we can excel individually and collectively.

We commit to:

Dependability: We honor our commitments and take personal responsibility for our work. We are prepared, follow through, and contribute our best, ensuring our collective success.

Adaptability & Flexibility: We embrace change with an open mind, adjusting to new challenges and opportunities. We step up, fill gaps, and persevere through evolving demands, knowing our strength lies in working together.

Open & Active Communication: We foster an environment where diverse perspectives are valued and respectfully shared. We communicate confidently and listen actively, ensuring clarity, understanding, and progress.

Trust & Respect: We believe in each other's competence and positive intent. We respect each team member's individuality, skills, and ability to manage their workload. This trust anchors our relationships and creates a supportive, nonjudgmental environment.

Collaboration & Support: We are a unified team supporting each other and our shared initiatives. We readily assist when needed and embrace a spirit of partnership, ensuring our collective efforts improve both individual performance and the organization's impact.

Service Oriented: We are driven by a profound sense of service above self, acting as trusted community ambassadors. We prioritize responsiveness to the needs of our member organizations and our shared purpose to enhance the well-being of our watersheds and communities.

TYPICAL QUALIFICATION

Minimum Qualifications

Training and Experience:

Bachelor's degree in Accounting, Public Administration, Business Administration, Nonprofit Management, or related field, and a minimum of two years of experience in administration and/or accounting; or a combination of education and experience equivalent to these requirements.

Licenses and Certifications:

Must possess a valid driver's license from state of residence

Knowledge, Skills, Abilities and Other Characteristics (KSAO's):

Strong verbal communication skills

Strong written communication skills in a variety of writing formats for diverse audiences, including email correspondence, written reports, grant reporting, compliance reviews, meeting minutes, etc.

Interpersonal skills to successfully establish and maintain effective working relationships with Program staff, partners, and the community

Organize and coordinate work within schedule constraints and handle emergent requirements in a timely manner

Translate communication needs into products that are thoughtful, highly organized, logical, and easy to digest

Administrative experience

Generally Accepted Accounting Principles

Bookkeeping, budgeting, and billing

Recording, analyzing, verifying, reconciling, and reporting accounting transactions

Financial control practices and procedures

Financial reporting

Coordinating financial audits

Payroll

Implementing accounting and recordkeeping systems

Grant compliance and financial reporting

Human Resources

Preparing a variety of reports and documents

Proficient in Office and Adobe software (Word, Outlook, Excel, PowerPoint, Adobe Acrobat, etc.)

Proficient in QuickBooks

Interpreting and applying applicable Federal, State, and/or local laws, rules, and regulations

Operate a vehicle

COMPENSATION

Salary Range: \$50,000 – \$72,000/year plus benefits

Salary is negotiable commensurate with experience, education, and budget availability.

BENEFITS

Health Insurance: PPBEP covers 100% of monthly employee premiums, up to 50% coverage for spouse/family coverage, and contributes \$1,100 annually to the employee's HSA account.

Dental: PPBEP covers 75% of monthly employee dental premiums. Spouse/family coverage is also available and is 100% covered by the employee.

Vision: Voluntary vision insurance is available and is 100% covered by the employee.

Retirement: PPBEP offers a 401(a) defined contribution plan and a 457(b) deferred compensation plan. PPBEP contributes a 9% match to the 401(a) plan, with a required 3% employee contribution. The 457(b) plan is voluntary and is 100% covered by the employee.

Paid Time Off: Paid time off will accrue beginning date of hire.

SUPPLEMENTAL INFORMATION

Physical Requirements:

Positions in this class typically require: talking, hearing, seeing, finger and hand dexterity, and repetitive motions.

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to move objects. Incumbents may be subjected to fumes, dust, extreme temperatures, intense noises and travel.

APPLY

To apply, please submit a resume, cover letter, contact information for three professional references, and supplemental questions to info@ppbep.org by 11:59PM CT on Sunday, December 21, 2025. Please include "Operations Manager Position Application" in the subject line.