



**OPERATIONS MANAGER
SUPPLEMENTAL QUESTIONS**

1. This position will be responsible for financial management of the Program. Please describe your experience in financial management, including bookkeeping, processing payroll, invoices, grant reimbursement requests, preparing budgets, and any experience with auditing. If none, type N/A.
2. This position will be responsible for ensuring grant compliance. Please describe your experience in federal and/or state grant management. If none, type N/A.
3. This position will be responsible for managing procurement activities. Please describe your experience with federal and state procurement laws, and experience managing procurements, including requests for proposals and bids. If none, type N/A.
4. This position will assist with program administration and will provide administrative support. Please describe your experience in office management, reporting, and providing administrative support. If none, type N/A.
5. This position will provide human resources support. Please describe your experience performing human resources functions and duties. If none, type N/A.