



## **OPERATIONS MANAGER**

The Pensacola and Perdido Bays Estuary Program's (PPBEP) mission is to serve as a trusted source for residents, businesses, industry, and the community on issues relating to preserving, restoring, improving and maintaining the natural habitat and ecosystem of the bays, estuaries and watersheds of Pensacola and Perdido Bays.

The Operations Manager will assist the Executive Director with program administration. Primary duties include processing payroll, invoices, grant reimbursement requests, bookkeeping, budget preparation, annual audit coordination, human resources support, public records custodian, and ensuring compliance with applicable state and federal rules and laws.

The Operations Manager should possess skills in financial management, public administration, 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 government accounting principles, grant compliance, and budgeting.

The Operations Manager works under the supervision of the Executive Director and supports all program staff. This is a full-time position that will have regular work hours from Monday-Friday with a potential for work outside of those hours, as needed. The position is based in Pensacola with limited travel.

### **EXAMPLE OF DUTIES**

Manages Program bookkeeping using Government Standard General Chart of Accounts

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 draws for federal grants and cooperative agreements using the Automated Standard Application for Payments (ASAP)

Completes grant reimbursement requests

Completes new employee onboarding and assists the Executive Director with human resources

Assists the Executive Director with preparation of the annual budget and long-range budget planning

Coordinates the annual audit

Manages Program's procurement activities

Provides administrative support to the Executive Director and staff

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

Serves as the Program's custodian of public records

Responds to requests for information from the general public, other governmental agency, and/or other interested parties and, when necessary, communicates issues to other appropriate personnel

Oversees the administration of contracts and grant agreements in assigned area of responsibility

Assists with managing Program donations and sponsorships

Provides support to the Finance Subcommittee and Board of Directors, as requested by the Executive Director

Coordinates closely with all Program staff on Program administration

Maintains general responsibility for office operations

Performs other duties as assigned

#### **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 three years of experience in program administration and/or accounting, one of which was in a supervisory role; 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

interpersonal skills to successfully establish and maintain effective working relationships with Program staff, partners, and the general public

administrative experience

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

applicable Federal, State, and local laws, rules, regulations, codes, and/or statutes

supervisory principles

automated accounting systems

principles and practices of governmental, financial, and fund accounting and auditing

budgeting practices and processes

recordkeeping systems

financial strategic planning and analysis

financial reporting methods

financial control practices and procedures

Generally Accepted Accounting Principles

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

researching discrepancies

preparing complex financial statements, reports, and analyses

designing and implementing accounting and recordkeeping systems

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

overseeing and coordinating financial audits

apply accounting procedures and principles

analyze and interpret financial and accounting information

advanced principles and practices in assigned area of responsibility

grant compliance and financial reporting

analyzing processes and making recommendations for improvement

Professional KSAO's include, communicating diplomatically, having a positive and adaptable mindset, being self-motivated and goal-oriented, working independently and exercising independent judgement, and remaining calm and effectively communicating during stressful situations

**COMPENSATION**

Salary Range: \$24/hour – \$26.45/hour plus benefits

## **BENEFITS**

Health Insurance: PPBEP covers 100% of monthly employee premiums, up to 50% coverage for spouse/family coverage, and contributes \$1,000 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 competitive retirement plan.

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. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

### **APPLY**

To apply, please submit a resume, cover letter, contact information for three professional references, and supplemental questions to [info@ppbep.org](mailto:info@ppbep.org) by 11:59PM CT on December 4, 2023. Please include "Operations Manager Position Application" in the subject line.