Senior Finance and Operations Manager Job Description

The deadline to apply is January 31, 2022. Submit your resume and cover letter to: https://app.smartsheet.com/b/form/6dbcd79f1c4de19c534196dce4ed3

The Billion Oyster Project's Senior Finance and Operations Manager is a passionate, organized, and detail-oriented finance professional who can work both independently and as part of a dynamic team in a fast-paced mission-driven nonprofit environment.

What You'll Do
The Billion Oyster Project's Senior Finance and Operations Manager is a newly created senior-level management position that works closely across Departments and Programs to provide a critical role in our day-to-day operations support in the areas of Finance (Audit, Budgeting, Monthly Close, etc), Human Resources, Procurement, General Operations Management (Office, IT, Records Management), and other duties as assigned.

The Senior Finance and Operations Manager is a team player who is reliable, engaged, and flexible; someone who can juggle multiple tasks day-to-day, takes initiative and ownership over tasks, and embraces collaboration. This position requires excellent time management, organizational, communication, and interpersonal skills.

The Senior Finance and Operations Manager will work with two full-time internal staff and a contracted financial service provider. The Senior Finance and Operations Manager will report directly to the Director of Finance and Operations.

Core Responsibilities
Finance
- Manage & review month-end close procedures, in compliance with GAAP, including bank reconciliations, journal entries, maintaining the general ledger, and production of financial statements; and identify discrepancies and work directly with various focal points to resolve month-end close issues
- Develop, implement, and monitor systems and processes by working with the Accounting Team to ensure accounts payable and receivable are up to date, not in arrears, and properly recorded including timely issuance of vouchers
- Manage & review all schedules required by annual auditors and work with the Accounting Team to provide support during the annual audit
- Support and assist the Director of Finance and Operations in executing the annual budget process activity based budgeting and other grant funding requests
- Support and assist the Director of Finance and Operations in budget vs actuals grant/budget reviews, reconciliation, and applications
- Lead & Act as the liaison between Insurance Service Providers, and review, recommend, and maintain appropriate insurance coverage for the company
- Manage federal and state filings where applicable with the support of the Accounting Team
- Supervise BOP Accountant

Operations
- Supervise the Operations Manager
- Analyze and organize office operations and procedures to increase efficiency and productivity, making all necessary recommendations including Office Safety Best Practices and Business Continuity Plans
- Align efforts in actively supporting minority-owned businesses to fulfill our contracts

Human Resources
- Administration of human resources benefits and payroll.
- Review processes and policies and make proposals for improvement and efficiency.
● Manage payroll processing
● Support in staff performance reviews, hiring, onboarding and offboarding activities
● Build and maintain a list of professional development training of staff.

The Senior Finance and Operations Manager's responsibilities include but are not limited to:
● Complete ad-Hoc projects as needed and requested by the Director of Finance and Operations
● Oversee all office management activities including building management, IT requirements and support, Records Management, Transportation Management (Goft Cart, Vehicles)
● Serve as the primary contact for supply and equipment orders
● Collaborate across Departments to ensure staff have all office equipment and supplies needed to efficiently carry out their work
● Manage procurement of goods and services

You Must Have
● Bachelor's Degree in Accounting, Finance, Business Administration/Management, or a related field
● Minimum of 3-5 years of finance and operations management experience
● At least 3 years of full cycle accounting/monthly close experience with production of financial statements
● Comprehensive experience in coordinating audit activities, accounting and managing reporting, budget development and analysis, accounts payable and receivable, general ledger, and payroll
● Experience with fund/grants accounting
● Proficiency in Google Workspace and Microsoft Office
● Familiarity with QuickBooks

Desired Qualifications
● Master's Degree in Accounting, Finance, Business Administration/Management, or a related field
● Certified Public Accountant, Chartered Financial Analyst, or Lean Certified/Six Sigma Professional
● Nonprofit Finance Experience including grant management
● Proficient in Smartsheets and ADP Software

You'll be a good fit if you have:
● a positive, get-it-done attitude
● excellent, detail-oriented management and organizational skills
● the ability to work with a dynamic team and to rapidly adjust work plans and priorities in response to external opportunities
● the ability to problem-solve and identify and address issues promptly

Salary, Benefits, and Perks
The starting salary for the Senior Finance and Operations Manager position is between $65,000 - $75,000.

This is a full-time, year-round position at the Billion Oyster Project, a 501(c)3 nonprofit organization. The benefits include:
● A generous vacation and PTO policy
● Health, dental, vision, and life insurance
● 401K plan
● An inspiring working environment on Governors Island in New York Harbor
● FSA plan
● Pre-tax commuter program
● Citi Bike discount
Who We Are and the Work We Do

About
The Billion Oyster Project is a 501(c)(3) nonprofit organization whose mission is to restore oyster reefs to New York Harbor through public education initiatives. The Billion Oyster Project is fueled by the passion and commitment of the team. Enthusiasm for the work of environmental restoration, public education, and environmental justice is an expectation for the position. Candidates should be comfortable working on a team with various stakeholders and delivering on complex, multi-step projects.

Our Vision
A future in which New York Harbor is the center of a rich, diverse, and abundant estuary. The communities that surround this complex ecosystem have helped construct it, and in return, benefit from it, with endless opportunities for work, education, and recreation. The harbor is a world-class public space, well used and well cared for—our Commons.

Our Ethos
Restoration through Education
We believe that restoration without education is fleeting. To ensure the long-term health and productivity of our natural environment, we must teach young people to care for, monitor, and restore their Harbor.

Education through Restoration
We believe that students learn best when applying their studies to large-scale ecosystem restoration projects that challenge them to become active participants and take them out of the classroom, down to the water’s edge to experience the ecosystem first-hand.

Our Flagship School
The Urban Assembly New York Harbor School’s mission is to provide a college-preparatory education built upon New York City’s maritime experience that instills in students the ethics of environmental stewardship and the skills associated with careers on the water. New York Harbor School offers career and technical education (CTE) programs in 7 areas of marine science, technology, policy, and engineering.

Additional Information

Employment Authorization
Applicants must be authorized to work for ANY employer in the United States. We are unable to sponsor or take over sponsorship of an Employment Visa at this time.

Work Location
Employees of Billion Oyster Project must reside within the tri-state area and be able to commute daily to Governors Island unless otherwise noted in the job description.

Equal Employment Opportunity
Our goal is to be a diverse workforce that is representative, at all job levels, of the communities we serve. We are committed to providing an environment of mutual respect where equal employment opportunities are available to all applicants and teammates without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws. We believe that diversity and inclusion among our teammates are critical to our success as an organization, and we seek to recruit, develop, and retain the most talented people from a diverse candidate pool.

Fingerprinting
Any person working in the New York City Department of Education (NYC DOE) buildings, working with NYC DOE students, or who has access to NYC DOE confidential information is required by New York State law to undergo a security clearance, including fingerprints, prior to commencing services. All prospective employees must have a security clearance before starting work. No one can be fingerprinted by the NYC DOE or undergo the security clearance unless they have been added to the organization or agency’s Personnel Eligibility Tracking System roster.