



Presbyterian Community Center

Operations Manager

Job Description

Presbyterian Community Center (PCC), a mid size, non profit organization, providing services in the Smoketown/Shelby Park, Phoenix Hill and surrounding communities for over 108 years is seeking a Operations Manager. PCC provides services in five broad areas: adult/family services, youth programs, early child development, health/wellness, and community development.

Job Summary:

The Operations Manager is responsible for the organization's financial management, risk management, Human Resources, Information Technology, and Facility Services. Reporting to the ED and serving as a member of the Management Team this position's primary responsibility is ensuring organizational effectiveness by providing leadership for the organization's financial and support functions.

Working with the management team, the position also contributes to the development and implementation of organizational strategies, policies and practices. This position will also interact with the Board of Directors. The position directly supervises three subordinates.

Responsibilities:

- Improve the operational systems, processes and policies in support of organizations mission -- specifically, support better management reporting, information flow and management, business process and organizational planning.
- Manage and increase the effectiveness and efficiency of Support Services (HR, IT and Finance), through improvements to each function as well as coordination and communication between support and business functions.
- Play a significant role in long-term planning, including an initiative geared toward operational excellence.
- Oversee overall financial management, planning, systems and controls.
- Management of agency budget in coordination with the Executive Director.
- Development of individual program budgets
- Payroll management
- Organization of fiscal documents.
- Develop and manage annual budget
- Oversee monthly and quarterly assessments and forecasts of organization's financial performance against budget, financial and operational goals. Oversee short and long-term financial and managerial reporting.
- Assisting Executive Director and Board in creating annual organizational budget and monitoring cash flow.
- Managing grantor contracts and reimbursement requests.
- Administering payroll and employee benefits and organizational insurance.
- Develop long-range forecasts and maintain long-range financial plans.

- Develop, maintain and monitor all fundraising and accounting systems and procedures capturing all pledges, billings and receipts and for the recording of all revenue transactions, recommend and implement improvements to systems.
- Prepare annual audit and be a liaison with all outside vendor.
- Manage functions.
- Increase the effectiveness and efficiency of Support Services through improvements to each function (HR, IT, Finance) as well as coordination and communication between functions.
- Oversee organizational insurance policies.

Qualifications

- Commitment to social justice and the mission
- At least 3 years experience in Financial and Facilities Management
- Strong background and work experience in Finance
- Excellent computer skills and proficient in excel, word, outlook, and access
- Excellent communication skills both verbal and written
- 3 plus years experience in bookkeeping
- Knowledge of government contract management and +Knowledge and experience in organizational effectiveness and operations management implementing best practices.
- Demonstrated leadership and vision in managing staff groups and major projects or initiatives.
- Excellent interpersonal skills and a collaborative management style.
- Budget development and oversight experience
- A demonstrated commitment to high professional ethical standards and a diverse workplace
- Knowledge of tax and other compliance implications of non-profit status
- Excels at operating in an fast pace, community environment
- Excellent people manager, open to direction and +Collaborative work style and commitment to get the job done
- High comfort level working in a diverse environment

Contact:

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