JOB DESCRIPTION
Operations Coordinator

Description:
The Operations Coordinator reports to the Executive Director, with additional direction and oversight provided by the Development & Communications and Education & Outreach Managers. This is a dynamic position that includes finance and accounting, fundraising and development, and program support responsibilities.

Major Responsibilities:

- Bookkeeping activities, including accounts payable and receivable, on a daily basis and prepare financial reports as needed
- Maintain all contact management databases and systems
- Support the Development & Communications Manager in administrative functions related to development, including generating acknowledgment letters, keeping track of donations, and assisting with annual mailings
- Assist with event and program preparation, planning and execution
- Assist with programmatic administration and implementation
- Support the Executive Director in human resources and financial functions

Other Responsibilities:

- Assist Executive Director in working with external auditors on annual audit and other legal filings
- Gather statistics and data to create various reports related to program evaluation and fundraising
- Perform other duties as assigned by the Executive Director

Qualifications:

- Bachelor's degree, with minimum 1-3 years of accounting/finance, employee benefits and operations experience, with nonprofit experience preferred
- Advanced/expert user of QuickBooks and basic accounting knowledge, including GAAP, accounts payable, accounts receivable, payroll, reporting and analysis, cash flow, compliance and financial controls
- Highly detail-oriented with ability to prioritize tasks independently, accurately complete work under tight deadlines, and provide timely and accurate responses to data requests
- Strong oral and written communication, and time and project management skills
- Availability to work limited evenings and weekends, typically not more than once per month
- Strong analytical and data management skills
- Excellent computer skills: Microsoft Office Suite required; WordPress, Adobe Creative Suite, and Constant Contact desirable
- Understands and supports PILI's mission and values

Salary: This is a full-time position with a salary range of $30,000 to 35,000 depending on experience and including a generous benefits package and retirement plan.

To apply: Please email a cover letter with salary history and requirements, resume and three references to employment@pili.org. Please put "Operations Coordinator" in the subject line. Please do not send application materials by mail, and no phone or email inquiries. Applicants will be contacted in the event that we wish to further discuss your qualifications.