

Title: Operations and Finance Manager

Department: Administration

Reports To: Executive Director

FLSA Status: 20 - 30 hours part-time per week/ non-exempt



Job Summary:

The Immigration Law & Justice Michigan (ILJ-MI) Operations and Finance Manager ensures the organization’s operational functions run smoothly and efficiently. The Operations and Finance Manager oversees financial operations and administrative processes, handles human resource functions, coordinates equipment, and orders supplies. The Operations and Finance Manager works closely with the Executive Director and Board Treasurer.

Essential Job Functions:

- Manages income and expenses using QuickBooks and other systems
- Coordinates and tracks all purchases
- Manages internal preparations for annual audit in collaboration with Executive Director, Treasurer, and audit firm
- Maintains all employee insurance and HSA paperwork and procedures
- Coordinates and completes bi-weekly payroll with an outside provider
- Prepares invoices for legal services provided on contract with other entities
- Coordinates the hiring process for all open positions

Required Qualifications:

- Previous work experience in nonprofit finance and operations
- Proficient knowledge of all Office 365 programs and QuickBooks
- Strong written and verbal communication skills
- Ability to handle confidential and financial information
- Associate degree or higher in a related field

Other Qualifications:

Proven organizational and time management skills; ability to multi-task and meet deadlines. Strong attention to detail and accuracy in working with numbers. Occasional evening or weekend hours on an as-needed basis. Occasional travel within Michigan may be required.

Wages and Benefits:

Hourly pay rate is between **\$23.00 to \$27.00** an hour based on experience and work history. Simple IRA, paid time off and paid holidays are included.

Physical/Mental Demands Required:

Primarily sedentary work requiring the ability to lift/carry a maximum of 25 pounds; physical requirements include frequent bending, standing, and walking; the continuous ability for speech communication and hearing in order to communicate with other ILJ-MI employees and the public, vision for reading, recording and interpreting information, and ability to sit for long hours at a time. Mental demands require the continuous ability for both oral and written communication; frequent problem-solving and concentration; and occasional analytical ability and creativity. Frequent hand/eye coordination to operate a personal computer and office equipment.

Immigration Law & Justice Michigan - Equal Employment Opportunity Policy:

ILJ-MI shall follow the spirit and intent of all applicable federal, state and local employment laws and is committed to equal employment opportunity. To that end, the Board of Directors and Executive Director of ILJ-MI will not discriminate against any employee or applicant in a manner that violates the law. ILJ-MI is committed to providing equal opportunity for all employees and applicants without regard to race, color, religion, national origin, sex, age, marital status, sexual orientation, disability, gender identity, gender expression, national origin, genetic information, veteran status, height, weight, political affiliation, family responsibilities, matriculation or any other characteristic protected under federal, state or local law. Each person is evaluated on the basis of personal skill and merit. ILJ-MI's policy regarding equal employment opportunity applies to all aspects of employment, including recruitment, hiring, job assignments, promotions, working conditions, scheduling, benefits, wage and salary administration, disciplinary action, termination, and social, educational, and recreational programs. The Executive Director shall act as the responsible agent in the full implementation of the Equal Employment Opportunity policy.

Disclaimer:

The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

To Apply:

Submit your resume and cover letter by emailing admin@iljmi.org with "Operations and Finance Manager" in the subject line.