



We're Hiring: Operations & Finance Manager (Part-Time)

Position Title: Operations & Finance Manager (Part-Time)

Position Type: Part-time Role (20 hours per week - virtual for now)

Compensation: \$50 per hour

Location: Virtual, but must be based in New York City or Los Angeles

Start: September 2022

About America On Tech: [America On Tech](https://www.americaontech.org) is an award-winning, early pipeline technology talent accelerator on a mission to decrease the racial wealth gap by creating pathways for underestimated students to thrive in technology and innovation. To date, we have worked with 3,500+ students by leveraging the time, talent and expertise of technology professionals to teach our tuition-free courses and help provide work-based internships and learning programs to promote the advancement of underestimated students into technology. Founded in 2014, AOT's work has been featured in Forbes, CNN, The Huffington Post, TechCrunch, BET and other leading publications. AOT has also been awarded by Forbes 30 Under 30, Wells Fargo and the Brooklyn Borough President's Office.

Who We Are Looking For: We are currently looking for an Operations & Finance Manager to join our team part-time. This person will report to the President to ensure AOT is operationally sound from a financial, operations, governance, and compliance perspective. This role is for someone who enjoys finance, accounting, compliance, and strengthening processes and workflows for growing start-ups.

Responsibilities include:

Finance and Accounting (40% of time):

- Manage relationship between AOT and its bookkeepers throughout the duration of the role
- Manage and execute the monthly reconciliation and financial reporting process with bookkeepers
- Manage and ensure the on-boarding of employees, contractors and students onto payment systems
- Manage and ensure all expenses are tracked and stored internally for historical recordkeeping
- Manage and ensure timely processing of payments/reimbursements to staff, students and contractors
- Manage the creation and development of the AOT cross-departmental annual budget cycle
- Manage the on-going budgets to actuals for the organization's expenses
- Collaborate with leadership to oversee the annual audit completed by independent auditor

Compliance and Policy (10% of time):

- Help oversee financial systems, operations and governance to ensure compliance and efficiency
- Develop internal controls to ensure accountability and transparency of finances and operations
- Ensure compliance with government regulations (employment, charitable registrations, and more)
- Oversee insurance portfolio and needs including workers compensation, director's insurance, etc.
- Oversee buildout of IT policies, security, and cyber compliance.

Purchasing and Orders (40% of time):

- Manage the ordering process of organizational needs throughout the year (catering, supplies, etc.)
- Manage the ordering, delivery and arrival of laptops for staff and students throughout the year
- Manage the laptop library in the AOT office to ensure inventory is appropriately accounted for

Operations Advisory (10% of time):

- Provide leadership direction in regards to cost saving / spending analysis and enhance efficiency
- Oversee the assessment and potential migration to a new payroll and benefits system
- Collaborate with leadership, human resources, and assist on projects/deliverables where needed

Qualifications:

- Experience in Nonprofit finance and/or accounting
- Experience with Gusto, Quickbooks, Google suites, and Salesforce
- Strong written and verbal communication skills
- Eager to strengthen and build out processes and functions

How to apply: Please apply here: <https://www.americaontech.org/hrfinance.html>

All applicants will be considered. Only those selected for an interview will be contacted. AOT is an Equal Opportunity Employer and does not discriminate on the basis of race, color, gender, handicap, age, religion, sexual orientation, or national or ethnic origin.