



## **Finance & Operations Manager**

### **Job Description**

The Hunt Institute's mission is to secure America's future through quality public education. Since its establishment in 2001, the organization has emerged as a recognized and credible leader in the movement to transform American public education and a go-to source for reliable, objective, and timely information. The Institute works at the intersection of education policy and politics, supporting state and national officials and empowering them to drive education reform. Its mandate is to inspire and equip elected officials and senior policymakers to make informed decisions that improve the lives of all children. The Institute's primary audience consists of governors, legislators, and other elected and state-level policymakers.

### **Position**

The Finance & Operations Manager (FOM) will organize and administer financial operations and office procedures for The Hunt Institute. The FOM will perform financial tasks for The Institute including balancing grant accounts and monitoring all financial systems. The FOM will also assist the Director of Finance & Operations (DFO) with tracking grant financials, conducting the annual audit, preparing the annual form 990, and preparing monthly budget reporting documents. The position also supports office operations of The Institute, including drafting and reviewing MOUs and consultant contracts, posting open positions and screening job applicants, managing vendor relationships, and coordinating insurance renewals.

### **Responsibilities**

- In partnership with DFO, determine best way to utilize Quickbooks to track budget-to-actuals for operating budget and grant budgets, and execute any necessary process improvements;
- Assist in preparation of the annual operating budget through the creation of program budgets with all departments and upload as needed into budgeting workbooks;
- Support Accounting and Payroll Specialist (APS) in timely and accurate data entry into Quickbooks;
- Monitor and update project budgets on a weekly basis, working in conjunction with Program Associate;
- Working in tandem with DFO, Grants Manager (GM), and individual project leads, prepare preliminary grant budgets in support of applications;
- Support DFO with assembling and providing all necessary materials for annual audit and tax return preparation including schedules and accompanying forms;
- Oversee and/or produce all required monthly closing reports in a timely and accurate manner;
- Draft and review MOUs and consultant contracts;
- Provide support to the Director of Finance & Operations in monitoring and tracking expenditures by grant and compiling actuals for interim and final reports;
- Coordinate annual insurance renewals, including business liability and Directors & Officers insurance;
- Manage relationships with office service providers such as building maintenance, IT managed service provider, and equipment vendors;
- Monitor and oversee system for tracking refundable state sales tax and oversee submission of bi-annual refund request as prepared by Accounting and Payroll Specialist (APS);

- Support DFO with human resource tasks such as submitting job postings and candidate screening;
- Coordinate preparation of monthly and quarterly staff time-tracking and allocations;
- Support Internship & Belk Fellows Program Manager (IBPM) in search process for semester interns and John M. Belk Impact Fellows.
- Monitor and direct employment applications through applicant portal.
- Develop a thorough understanding of The Institute’s strategic plan in order to properly code organizational expenses to the correct projects, grants, and/or efforts; and
- Other duties as assigned.

### **Qualifications**

- Bachelor’s degree in accounting/finance/business administration strongly preferred, or in lieu of degree, 5+ years of relevant experience.
- At least 3 years of professional experience; financial and/or operations proficiency is ideal.
- Ability to translate financial concepts to—and effectively collaborate with—colleagues who do not have finance backgrounds.
- Knowledge of financial and accounting best practices, including Generally Accepted Accounting Principles (GAAP).
- Technology savvy with experience selecting and overseeing software installations; knowledge of accounting and reporting software (e.g. QuickBooks, Excel).
- Excellent communication and relationship-building skills with an ability to prioritize, negotiate, and work with a variety of internal and external stakeholders.

### **Ideal candidates will also demonstrate the following characteristics:**

- Demonstrated resourcefulness and good judgment.
- Hands-on, leads by example.
- Values diversity of thought, backgrounds, and perspectives.
- Ability to multi-task while maintaining impeccable attention to details.
- Integrity/ethics beyond reproach.
- Constantly seeking to apply best practices.
- Willingness to work collaboratively and consider new ideas.
- Commitment to the organization’s mission, financial stability, and success.

### **Equal Employment Opportunity**

At The Hunt Institute, Equal Employment Opportunity is our commitment and goal. All qualified candidates will receive consideration for employment without regard to race, national origin, gender, age, religion, disability, sexual orientation, veteran status, marital status or any other protected status designated by federal, state or local law. Applicants are encouraged to confidentially self-identify when applying. Employment is contingent upon successful completion of a reference and background investigation.

**To apply**, please submit cover letter and résumé to [applicant@hunt-institute.org](mailto:applicant@hunt-institute.org) with the subject line “Finance & Operations Manager – *your last name*.” Position is open until filled. **No phone calls, please.**