



JOB TITLE: Operations Manager

HIRE DATE: January 2, 2017

SUMMARY:

Breakthrough supports students from middle school through college graduation for students who will be first in their family to graduate from college. Founded in 2001, Breakthrough Central Texas annually admits 200 middle school students and makes a long-term commitment to their success in school. The program includes summer sessions at The University of Texas, St. Andrew's Episcopal School, in Manor ISD, and in Del Valle ISD, school year support and advocacy, and comprehensive college counseling. Breakthrough Central Texas currently serves more than 1400 students in grades six through college.

Breakthrough Central Texas seeks a talented and enthusiastic team member who will help lead the day-to-day finances and operations of the organization. The ideal candidate is experienced, poised, and able to develop and execute highly efficient, effective systems for managing resources, finances, information, and relationships. The Operations Manager works collaboratively with all staff, including the development and program teams.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

- Ensure compliance with fiscal requirements, federally funded grants, foundation funding, auditing requirements, employee background checks, and payroll processing
- Support Chief Operations Officer with high level financial duties including bookkeeping, preparing checks, depositing revenues, preparing monthly payroll, preparing month-end journal entries, preparing bank reconciliations, and creating monthly financial statements
- Manage technology needs of staff and students including day-to-day tech support for staff, basic hardware/software infrastructure including databases, server, back-ups, etc.
- Maintain Facilities and relationships with building vendors
- Support in purchasing supplies and maintaining the inventory needed for the execution of Breakthrough's programs with students
- Support the Executive Director and Chief Operations Officer as needed
- Perform other duties as required

QUALIFICATIONS:

- Strong commitment to the mission and values of the organization
- Bachelor's degree required, preferably in Business Administration, Public Administration, or the equivalent
- 3 years or more of business, non-profit, or school administration experience
- Proficient on computer, with expertise in QuickBooks, Excel, MS Word, and PowerPoint
- Excellent verbal, written and visual communication skills
- Ability to work both collaboratively as part of a team effort and independently with minimal supervision
- Willingness and ability to take initiative as appropriate
- Strong desire to learn and grow professionally
- Highly organized with the ability to multi-task and deliver commitments in a timely manner, with exceptional attention to detail

HOURS

- Breakthrough is a fast-paced, needs-responsive environment. While office hours can be flexible, full-time employees may work more than 40 hours per week on a regular basis.
- Some evening and weekend work is required

COMPENSATION & BENEFITS

- Competitive annual salary, depending on qualifications and experience
- Health and dental insurance; Breakthrough pays 100% of employee premiums
- Optional 401K plan available

TO APPLY:

Please submit resume, a cover letter describing your interest and qualifications for the position, salary requirements, and a list of three references via e-mail to openings@breakthroughaustin.org.