

**Position:** Office Operations Manager

**Reports To:** Deputy Director

**Functions:** This position is responsible for managing the company's operations to provide an optimally functioning and efficient office environment in which the departments can effectively execute programs. This individual manages administrative and financial systems including, accounting, human resources, information technology (IT), and physical infrastructure for the Downtown Sacramento Partnership. This also includes management of employees and contractors engaged in accounting, administration, HR, and IT functions.

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**Duties include, but are not limited to:**

Administrative Management:

- Manage the organization's administrative processes – including HR, payroll, hiring, and benefits functions – with an eye to continuously develop and improve systems.
- Manage the organization's physical assets and any associated leases, physical infrastructure, and systems maintenance (phone system, security, office systems, furniture needs, etc.).
- POC for first level IT support and company software.
- Oversee quarterly Safety Committee meetings.
- Maintains fleet vehicle records (titles, DMV registrations, insurance, etc.)
- Provides direct supervision of department assistant and front desk administrative assistant.

Financial Management:

- Oversee the invoicing, accounts payable and receivable, and monthly reconciliation processes for both DSP, and Downtown Sacramento Foundation.
- Oversee preparation of monthly budget reports for each department cost center.
- Oversee, review, and approve preparation of monthly and annual financial reporting materials for monthly board meetings.
- Oversee preparation of monthly budget reports for each department cost center.
- Oversee annual internal audit tasks in coordination with external CPA and auditors; oversee and coordinate all tax and IRS activities, including form 990, including securing ED and board signatures for timely filing.
- Responsible for management of multiple bank accounts and the management of financial reserves.
- Administer 401k plan and recordkeeping.
- Manage multiple complex company business insurance policies.
- Manage company financial accounts (Square, QuickBooks, credit cards, Amazon) and reconciliation processes.
- Monitor cash handling procedures and ensure adequate checks and balances in all financial transactions.

#### Human Resources:

- Run a bi-weekly payroll and manage quarterly and annual reports (W2's) for up to 145 employees.
- Lead overall benefits administration as well as interfaces with broker on behalf of company.
- Manage new hire recruitment process and oversight of new hire orientation.
- Oversee new hire onboarding process, including employee trainings and documentation.
- Maintain company employee manual and policies, ensuring compliance to company policies and state and federal labor laws.
- Administration of annual employee survey and annual performance review processes.
- Support leadership by providing human resource support when needed.
- Responsible for employee communication on company culture, policies, and procedures.
- Responsible for initiating staff retreats, team building activities, and oversight of employee recognition programs.

#### Skills & Experience:

- Five years of directly relevant professional experience, including management of company finances and administrative functions (non-profit experience preferred)
- Excellent people skills, with experience collaborating in a multidisciplinary, diverse, and dynamic team.
- Demonstrated experience in financial management and accounting (non-profit preferred)
- Demonstrated experience in HR management, including experience creating and managing/implementing employment policies, benefit policies, payroll management, hirings and terminations, and compliance.
- Experience with legal, audit, compliance, budget, and resource development.
- Demonstrated resourcefulness in setting priorities, proposing new ways of creating efficiencies, and guiding investment in people and systems.
- Proven effectiveness leading and managing finance and accounting professionals/contractors.
- Technologically savvy, with an ability to point to examples of having worked with IT providers to increase efficiency and improve services.
- Flexible and a self-starter; able to multitask while also being highly detail oriented.
- Personal qualities of integrity, credibility, and a commitment to DSP's mission and values.
- High level of confidentiality.
- Must be computer proficient in QuickBooks Online and Microsoft Suite, ADP Workforce Now and Mac experience a plus.

#### Compensation:

- Full-time exempt position; annual salary of \$75,000 - \$85,000 commensurate with experience.
- Generous paid time off, allocated on an accrual basis and 10-12 paid holidays each year.
- Excellent benefits including health, dental, vision, life, EAP, and identity theft insurance.
- 401k retirement plan with 5% employer matching.
- Cell phone reimbursement, paid parking, onsite fitness center access and more.

*To apply, email [HR@downtownsac.org](mailto:HR@downtownsac.org) by 5 p.m. on Wednesday, May 1, 2024, with résumé, and cover letter if desired. Please include your start date availability.*

**\*\* This position is in-person at our central offices in downtown Sacramento, CA\*\***