

Operations and Finance Manager

WorldBoston is growing! Join a dynamic, nonpartisan international affairs organization and play a key role in fostering international engagement. This management position is an excellent opportunity to make an impact in non-profit finance and operations functions.

This role is a part-time and hybrid with a Wednesday “in office” requirement.

The Operations and Finance Manager will oversee finance and operations functions and report to the CEO. Responsibilities include operations support, financial management and development of best practice process and procedures.

Job Functions

- Responsible for planning, organization, and direction of the organization’s operations.
- Drives day to day office administration including: employee payroll administration and benefits, employee policy development and on boarding of new employees.
- Oversees the finance function including recording income and fees, managing expenses and monthly accounting, overseeing bank account administration/reconciliation and providing necessary financial statements to the staff, CEO and Board.
- Interfaces with external bookkeeper and accountant in support of accounting and tax requirements
- Coordinates annual budget reviews, monthly and quarterly reviews, and periodic forecast updates with CEO and Board
- Manages operational aspects that support WorldBoston office
- Responsibility for contact management data pertaining to donors
- Oversee the ongoing operations of systems that support the business
- Works collaboratively with programs, development and marketing functions to ensure operational support is provided, as needed.

Qualifications

A successful candidate will bring the following qualities to the team:

- Initiative and excellent interpersonal skills
- Ability to multi-task, work independently and problem-solve
- High degree of organization and efficiency
- Bachelor’s degree required preferably in Finance, Accounting, or Business Administration or equivalent experience
- 2-3 years of professional experience; examples of relevant experience include: financial management and operations support ideally in a non-profit environment
- Proficiency in Quick Books, Salesforce, Word, PowerPoint, Excel;
- Excellent written and verbal communication skills
- Superior attention to detail and motivation for outstanding performance

- Collaboration in a lively team environment and motivation to advance a mission-driven organization
- Enthusiastic ability to interact with participants and colleagues of diverse backgrounds, nationalities, and ages
- Availability to work both in-person at WorldBoston's downtown office and remotely
- Interest in international affairs preferred and commitment to WorldBoston mission and values

Compensation

- Salary range based on experience for 25 Hour work week
- Monthly MBTA pass
- 3 Paid days personal time plus paid time off for closure of the office at the end of December

Ready to join the WorldBoston team? Please email a resumé and cover letter to opportunity@worldboston.org. *No phone calls or inquiries.*

WorldBoston's Commitment to Diversity, Equity, Inclusion and Accessibility (DEIA):

At WorldBoston, we are strengthening our DEIA practices and commitment to anti-racism. We are interested in candidates who will be equally committed to our vision of improving our practices, and we value the leadership of People of Color, LGBTQ+ individuals, disabled persons, and other marginalized communities. We encourage candidates who reflect all forms of diversity to apply to join our team.