

# NEW JERSEY POLICY PERSPECTIVE

## About NJPP

New Jersey Policy Perspective (NJPP) is a nonpartisan think tank that drives policy change to advance economic, social, and racial justice through evidence-based, independent research, analysis, strategic communications, and collaboration with community partners. NJPP is a leading policy voice in Trenton and was instrumental in the campaigns to raise the minimum wage, enact earned sick days, pass the millionaires' tax, and much more.

## About the Role

Reporting to the President, the Finance and Operations Manager position advances the NJPP's mission by achieving these key objectives:

- Ensuring that the organization's future growth is successfully and sustainably managed through systems, services, policies, and practices
- Providing day-to-day management of the financial, human resources, technology, and office operations in a manner that furthers the mission and core values of NJPP
- Ensuring compliance with all regulatory, legal, grant, and tax requirements
- Driving operational efficiencies and recommending improvements in systems and practices

## Primary Responsibilities

### Financial Administration

- Manage accounts payable and receivable, working with the organization's contract accountant to ensure proper documentation and classification of all income and expenses in the accounting system
- Lead the annual budgeting process, working with President and Development Director to manage the annual budgeting process
- Manage payroll systems
- Prepare timely financial reports in collaboration with the accountant
- Conduct monthly bank reconciliations in collaboration with the accountant
- Maintain internal financial controls and ensure all funds are spent according to restrictions
- Manage the preparation of the organization's annual audit and development of IRS Form 990 in collaboration with the President, accountants, auditor, and board Finance Committee

### People Operations

- Manage benefits package for staff, including enrolling new staff and coordination with insurance companies. Manage time tracking system and vacation accruals
- Assist with onboarding new staff, setting up email accounts, time tracking, file access, and other accounts as necessary

- Ensure compliance with HR rules, distribute legally-required materials to staff, and monitor updates from the payroll company
- Vendor relations with the landlord, insurance providers, phone, internet, as well as cloud-based tools and office equipment suppliers. Identify areas of potential savings and shop for new vendors as needed

#### Office Operations

- Assess the office space needs, identify potential solutions, and, as needed, facilitate the acquisition of new office space (rented or purchased) and coordinate an office move
- Review and address issues with software, technology, and file sharing; communicate with IT consultant in collaboration with other staff
- Develop, support, and monitor systems of performance management, and accountability
- Oversee department procurement process and consultant contracts
- Review consulting relationships annually with team leaders
- Maintains office supplies and materials inventory

#### Compliance

- Work with President to create a culture of care, efficiency, and thoughtful strategy in relation to compliance-related activity
- Coordinate compliance-related processes and documentation, including but not limited to employment regulations, onboarding, taxes, lobbying, grant materials, insurance, document retention, and other legal requirements
- Maintain, assess, and renew organizational insurance policies
- Manage and minimize organizational risk; anticipate potential issues and proactively suggest solutions

#### Core Competencies

- At least four years of experience in nonprofit financial administration and operations, demonstrating progressively greater responsibility and understanding of financial processes
- Fluency in basic bookkeeping and budget processes
- Knowledge of financial and administrative tools and software
- Experience in administration and human resources preferred
- Excellent interpersonal skills; ability to develop and manage relationships with diverse audiences; ability to exercise keen judgment and maintain trust and discretion
- Effective communication skills and great attention to detail
- Experience working in hybrid or remote settings
- Ability to perform in a fast-paced environment
- Demonstrated problem-solving abilities

**Compensation**

The hiring range for this position is from \$75,000 to \$85,000, depending on experience. Excellent benefits include medical, dental, and vision insurance, a retirement plan, paid holidays, vacation, and sick leave, and professional development opportunities.

**Commitment to Diversity, Equity, and Inclusion**

NJPP is an equal-opportunity employer and welcomes applications from all qualified individuals. We will consider applicants for this position without regard to any category protected by applicable federal, state, or local law, including but not limited to race, color, religion, sex, national origin, age, physical or mental disability, veteran status, or uniformed service member status.

**How to Apply**

Please send your resume and a cover letter highlighting your interest and qualifications to [careers@njpp.org](mailto:careers@njpp.org) with the subject line "[Last name, First name] - Finance and Operations Manager." The position will be open until filled.