



FINANCE AND OPERATIONS MANAGER LOCATED IN AUSTIN, TEXAS

Are you ready to be part of a team that works to transform the justice system in Texas?

Are you passionate about supporting families and building safer, thriving communities?

Do you have first-hand experience that could inform our work and advance our mission?

If so, the Texas Criminal Justice Coalition (TCJC) could be the place for you!

TCJC is a non-profit, non-partisan, policy reform and advocacy organization that believes every person has inherent worth and can contribute to a vibrant, safe community. As such, we encourage applicants with diverse backgrounds to apply. We are driven by our values (shared on our website), which inform our goals and shape our daily interactions. We provide research and other resources to policy-makers, people working in the justice system, organizations that support system-involved individuals, and community members to promote responsible and fair youth and adult justice policies in Texas. We develop alliances and build coalitions to strengthen opportunities for statewide and local justice reforms.

TCJC seeks an Austin-based Finance and Operations Manager to help us achieve our goals and advance our mission. This position will maintain and oversee TCJC's financial operations and accounting functions, facilitate human resources, and support smooth day-to-day office operations. We are seeking a skilled office professional with an eye towards continuously developing and improving our internal systems and processes. Some essential job functions include:

1. Developing and implementing sound financial, accounting, and human resource practices to ensure the overall fiscal health and administrative integrity of TCJC, including bookkeeping and records maintenance.
2. Supporting the development and implementation of policies, procedures, programs, and plans that will ensure the smooth functioning of the organization and improve efficiency for program staff.
3. Assisting the Executive Director to ensure a consistent and streamlined recruitment, employment, and release process for all personnel, including staff, contractors, and volunteers.
4. Supporting TCJC's development efforts, including maintaining the donor CRM, preparing budget reports for grants, coordinating and tracking fundraising campaigns, and coordinating donor outreach as needed.
5. Coordinating and managing the annual audit process, including preparing and submitting reports and documentation to support the audit process and liaising with external auditors and TCJC leadership.
6. Coordinating various system solutions and communicating with vendors to manage and resolve issues as needed, including general tech issues related to computers, printer, phones, etc.

QUALIFICATIONS:

You must have a keen attention to detail and an inclination for accuracy. Qualified applicants will have a bachelor's degree and a minimum of three years of prior financial management experience, preferably in the nonprofit sector. Experience in excess of the required three (3) years may substitute for the degree requirement. Additionally, qualified applicants will have the following characteristics:

- A high degree of competency in handling day-to-day accounting functions, including income and expense processing, bank reconciliations, payroll and tax processing, grants tracking, and report generation through financial management systems such as QuickBooks.
- A familiarity with generally accepted accounting principles (GAAP), best human resources practices, and other processes necessary to ensure organizational compliance, ethical decisions, and responsible management of organizational resources.
- A strong ability to support common human resource activities, including managing and maintaining organizational records, administering benefit programs, and facilitating onboarding and offboarding of personnel, including staff, fellows, interns, volunteers, and contractors.
- An ability to utilize and maintain the organization's donor database to create useful reports, analyze the data, and support donor relationship-building strategies.
- A high level of proficiency in core Microsoft Office programs (including Outlook, Word, and Excel) to efficiently accomplish the duties of the position, and the ability to be the go-to resource for staff in using these and other standard office software.
- An aptitude for technology and an ability to use and manage common office equipment proficiently in the course of the position, as well as an ability to support others in day-to-day usage of equipment.
- A high level of reliability and responsiveness to ensure regular office operations and successful events, including coordinating with vendors and venues, planning and preparing logistics, leading set-up and take-down, and being a point of contact for operational issues.
- An ability to demonstrate strong time management by anticipating, planning, scheduling, and communicating with TCJC leadership as needed to consistently and accurately accomplish core responsibilities by established deadlines.
- A proactive and thorough approach in overseeing TCJC's day-to-day finances and operations, including having enthusiasm to take on tasks as needed, being detail-oriented, and cultivating thoughtful solutions.
- An ability to work professionally with people across all levels of the organization and externally.

COMPENSATION AND BENEFITS:

TCJC will provide an annualized salary of \$44,000-\$48,000 per year, commensurate with experience. TCJC offers the following benefits: health, dental, and life insurance; 401K retirement services; 15 paid holidays; and 30 days paid time off, including vacation, sick, and personal time.

We offer ongoing professional development and training, and an inclusive work environment for you to grow personally and professionally.

APPLICATION:

Ready to join our team? Send us a cover letter and résumé to jobs@TexasCJC.org. Please note "Finance and Operations Manager" in the subject line.

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The Texas Criminal Justice Coalition is an Equal Opportunity Employer. All qualified applicants will be considered based on individual qualifications, without unlawful discrimination based on race, color, creed, national origin, sex, sexual orientation, age, disability, familial status, military status, and any other protected class. We value diversity and encourage people of color, LGBTQ applicants, and previously incarcerated people to apply.