JOB DESCRIPTION

Job Title: Operations & Finance Coordinator  
FLSA Status: Exempt

Reports To: Vice President of Operations  
Prepared: 12/7/22

ORS Impact is seeking an Operations and Finance Coordinator to meet the needs of a growing consulting firm. This role represents an exciting opportunity to help shape the systems, processes and policies from an operations perspective as well as being an active participant in ORS Impact initiatives.

About ORS Impact: ORS Impact (ORS) is a woman-led and owned evaluation and strategy consultancy based in Seattle, WA, with ~30 staff members. For more than three decades, we have provided thought partnership to non-profit, philanthropic, and public sector organizations—helping them use actionable learning to guide decision making and strategy for social change. ORS is grounded in values of advancing social justice, centering relationships, and approaching our work with courage, humility, integrity, and social justice.

About the Position: The Operations and Finance Coordinator is a new role and will join an existing three-person Operations team and report to the Vice President of Operations.

The goal of the Operations and Finance Coordinator is to ensure the smooth running of the business while contributing to a positive culture of equity and inclusion for all employees and clients.

The Operations and Finance Coordinator is responsible for ensuring that all aspects of the ORS Impact financial and operational infrastructure are executed appropriately and efficiently in collaboration with the Operations team. This position will utilize excellent communication skills to build and manage both internal and external business relationships to maintain high client satisfaction and a positive work atmosphere. This role will also oversee the documentation of ORS Impact’s processes and controls.

Duties and Responsibilities

It is important to note that the below description of duties and responsibilities will likely evolve and change as the person’s skill sets grow and the demands of the ORS business changes.

Financial Management (40%)

Fulfills the full spectrum of financial operations within ORS Impact.

- Maintain financial and operational aspects in ORS Impact’s back office system, Unanet A/E (formerly Clearview InFocus).
- Prepare and submit monthly invoices to clients. Tracks payment schedules and follows-up as needed with project directors and clients on invoices.
- Perform all accounts receivable and accounts payable duties.
• Responsible for ORS Impact payroll process with payroll vendor.
• Coordinate and process all monthly expenses for disbursement.
• Process all incoming funds via check or electronic transfer.
• Work with the accountant to ensure monthly controls and filings that include account reconciliations, quarterly and annual tax filings.
• Assist with the preparation of annual organizational budget, regular variance statements and annual audit including end of year analysis.

Business Administration (30%)
Maintains most aspects of the ORS Impact internal business infrastructure.
• Responsible for documenting and maintaining internal policies, controls and processes developed in collaboration with Operations and the ORS staff.
• Set up and maintain ORS registrations in various US states.
• Actively apply ORS Impact’s values and commitment to race equity to ORS Impact policies, procedures, and practices.
• Support the organization and Operations team in rolling out new functionality of Unanet A/E and support consistent use of tools and policies.
• Identifies and evaluates operations vendors that align with ORS Impact’s values in collaboration with the Operations team.
• Build and maintain vendor relationships including IT computer management in collaboration with the Operations team.
• Co-lead the ordering of office equipment and supplies with the Operations team.
• Support staff in liaising with IT vendor on hardware and software needs.
• Co-manage the office space with the Operations team.

Project Support (20%)
Supports Project Directors – from initial project setup to tracking ORS Impact staff time/expenditures/expenses/schedules.
• Provide financial and operational support to promote Project Director’s successful project execution and client account management in partnership with Capacity and Project Supports Manager.
• Maintain and close out select client contracts and subcontracts.
• Support high client satisfaction across all segments of the organization and upholds all company standards.
• Responsible for filing and archived maintenance of ORS Impact client and business data.
ORS Culture (10%)

Supports an equitable and inclusive workplace at ORS.

- Contribute to creating an equitable workplace at ORS.
- Co-lead the planning and execution of staff meetings, events, and gatherings with the Operations team.
- Actively participate in internal projects and initiatives where appropriate.

Supervisory Responsibilities: This position does not have supervisory responsibilities.

Required Qualifications

We are seeking a person that finds joy in their role in operations, finance, and customer service. This person ideally would wake up excited and happy to support an organization and staff that align with their values and make a positive impact on the world.

In addition, to perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The list below is representative of the knowledge and skills required.

Direct Experience in:

- Accounts receivable, accounts payable, invoicing, and accounting software required.
- Preparing payroll.
- Highly Proficient in Microsoft Office tools; able to adopt new project management and client relationship management tools. Experience with enterprise software such as Unanet A/E or similar tools a plus.
- Applying DEI and anti-racism knowledge and skills to operations.
- Understanding of software and hardware technology a plus.

Style/Approach to Business

- Attentive to detail and ability to prioritize work appropriately in a fast-paced environment; balance client needs and business realities.
- Enjoys working with numbers and with spreadsheets.
- Proactively brings ideas to the team to further embed our commitment towards race equity and reflect our values in our internal practices.
- Excellent communication and relational skills with both internal staff and external client teams across organizational hierarchies.
- Communicates sensitive information in a tactful and professional manner.
- Prioritizes workflows between different project teams.
- Professional, flexible, and proactive in dealing with all levels of business from daily support tasks to high-level executive interactions.
**Education/Experience**
Bachelor’s Degree and three to five years of related experience such as Operations or Bookkeeping and/or training; or equivalent combination of education and experience.

**Note:** ORS Impact supports a hybrid work environment. This role requires the person to be able to be on site in the Seattle office at least 2 days a week.

**Compensation**
The salary range for this role is $69,000 - $85,000, depending on education and experience. In addition, ORS Impact provides a generous benefits package that covers medical, dental, vision and health insurance (only a $60 monthly premium) as well as 15 days vacation, 10 days sick time, 11 paid holidays, 3% SIMPLE IRA match, a technology stipend, professional development support and transportation reimbursement (when commuting to the Seattle Office).

**To Apply**
Please send a resume and cover letter detailing how your skills and experience align to the position requirements to careers@orsimpact.com by close of business Friday, January 6th 2023. In the subject line, please write “ORS Operations and Finance Coordinator”. We will contact all applicants after the deadline and schedule phone interviews with qualified applicants.

ORS Impact is an equal opportunity employer and all qualified candidates are encouraged to apply. Applicants will not be discriminated against because of race, color, creed, sex, sexual orientation, gender identity or expression, age, religion, national origin, citizenship status, disability, ancestry, marital status, veteran status, medical condition or any protected category prohibited by local, state or federal laws.