**Part-time Temporary Operations Manager**

**Job Title:** Part-time Temporary Operations Manager  
**Department:** Operations  
**Supervisor:** Executive Director  
**Status:** Non-Exempt, Part-Time  
**Salary:** $20/hour, 25 hours per week  
**Expected Start Date:** March 14, 2022  
**Expected End Date:** July 1, 2022

**ABOUT BCGP**
Through advocacy and education, the Bicycle Coalition of Greater Philadelphia (BCGP) leads the movement to make bicycling safe and fun for anyone who wants to ride in our region. Our 2030 vision is that anyone in Greater Philadelphia can enjoy a safe and fun bike ride on a network of connected Circuit Trails, bike lanes, and low-stress streets. Bicycling has become an easy option for transportation and recreation, connecting people to each other, their neighborhoods and the region. We believe that people from all racial and economic backgrounds should have access to safe, healthy and affordable transportation options in the communities where they live, work, learn, and play. Our team works every day to create a world-class bicycling city and region by becoming an organization and leading a movement that represents the diversity of the communities we serve.

**WHO WE ARE LOOKING FOR**
The Temporary Operations Manager will fill in for our current Operations Manager during her maternity leave. This is a part-time, temporary position.

The Temporary Operations Manager is responsible for assuring the accurate and timely maintenance of our financial records and contributing to the sustained health of our business. They are also responsible for a number of general administrative tasks and ensure the highest quality delivery across all aspects of the financial, bookkeeping services and human resources and payroll management. The Operations Manager will report to the Executive Director and will contribute to the management of department activities and services, coordinating work plans and personnel needs; overseeing various accounting and financial management functions; and interfacing with other agency employees and consultants.

**FINANCIAL RESPONSIBILITIES**
- Maintain bookkeeping and accounts payable/receivables.
- Manage monthly financial close with Your Part-Time Controller.
- Manage and reconcile between online CRM database (Salesforce) and accounting software by verifying, allocating and filing documents.
Serve as chief contact for all insurance and risk management needs for the organization (General Liability, D&O, health, SWIF and PA Unemployment; and all leases (storage and office spaces).

Ensure financial compliance with foundation, government, and donor grants and pledges, as well as generate budgets and actuals for grant applications and reporting. Prepare budgets, schedules, and other organizational reports as needed.

Be the first point of contact for the Finance Committee, schedule monthly meetings.

Participate in team projects across the organization as required.

**HR RESPONSIBILITIES**

- Run payroll twice a month.
- Maintain all HR related documentation (staff files).
- Manage onboarding of new staff.
- Fulfill unemployment paperwork.

**OPERATIONS RESPONSIBILITIES**

- Office and supply orders.
- Oversee in-office storage.
- Zip car management of users and bill.
- Work with insurance brokers to maintain insurance coverage for the organization and it’s programs.

**QUALIFICATIONS**

- A Bachelor’s degree or equivalent. Bookkeeping experience preferred (CPA not required).
- A minimum of 2 years of work experience in the fields of non profit management and/or accounting.
- Ability to effectively manage competing priorities and multiple tasks.
- General knowledge of nonprofit fiscal management, fundraising, marketing, and operations.
- Experience with payroll, financial statements and bank reconciliation.
- Experience with Google Docs and Microsoft Office.
- Comfortable learning new software programs such as Salesforce and Soapbox.
- Willingness to adhere to all COVID-19 precautions.

**Individuals who identify as Black, Indigenous, or Person of Color strongly encouraged to apply.**

**Education Level:**

Bachelor’s Degree required

**HOW TO APPLY**

- All interested candidates should send the following to search@bicyclecoalition.org:
  - An up-to-date resume (no longer than 2 pages).
  - A 1-page cover letter explaining why you are interested in working at BCGP and what makes you a good fit specifically for the Temporary Operations Manager role. Send this as a separate document attached to the email. Be sure to relay your story in addition to your professional attributes.
- References and clearances will be requested as the hiring process proceeds.
- Email subject should read: “[last name] Temporary Operations Manager Application”.
- Applications will be accepted and reviewed on a first come first serve rolling basis.
- Applications received by Feb 25th, 2022 will be prioritized.

We thank all applicants; we will contact only those selected for an interview.
Individuals who identify as Black, Indigenous, or Person of Color are strongly encouraged to apply.

**Vaccination (including the booster shot) is required as a condition of employment at BCGP. Employees may request a medical or religious exemption.**

The Bicycle Coalition is committed to building a staff that matches the diversity of the communities we serve, and strongly encourages people of color to apply. We are an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability status, protected veteran status, or any other characteristic protected by law.