



Job Title: Director of Finance and Operations

Department: Operations

Supervisor: Executive Director

Status: Exempt, Full-Time

Salary: \$70,000-\$75,000

Expected Start Date: October 1, 2023 (Flexible)

Benefits: The Bicycle Coalition's Core Values include "Pursue Balance" and "Have Fun"! We know the road to victory is long. We will balance work while having plenty of time for family, friends, and joyful bike rides. In order to reach that goal we offer the following:

- Hybrid & Flexible Work Schedule: Our full team is currently expected to work in office Tuesday through Thursday with the option to work remotely on Monday and Friday.
- Generous PTO (10 days per year), Vacation (15 days a year for new employees, increases to 20 days a year after 2 years) and Paid Holidays (13 days). In addition, the office is closed and everyone is off for 1 week at the end of December.
- Health and Dental Insurance
- Employer-matched Retirement

WHO WE ARE LOOKING FOR

The Director of Finance and Operations 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. This is a full-time, year round position. The Director of Finance and Operations will report to the Executive Director, under limited supervision, 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/receivable.
- Manage and reconcile between online CRM database (Salesforce) and accounting software (Quickbooks) by verifying, allocating, and filing documents.
- Build the organizational budget with input from staff & board.
- Manage organizational budget, cash flow management, and overall operating capacity. Knowledge and understanding of P&L, Balance Sheet, and Statement of Cash Flows.
- Coordinate annual audit process, working with external auditors and the Finance Committee, including filing of forms 990, PA BCO-10, and NJ CR1-1501.
- Serve as chief contact with Your Part Time Controller and Auditors.

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- 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).
- Work with program directors to ensure all part-time coaches and employees obtain necessary clearances & trainings.
- Manage onboarding of new staff.
- Manage 401k administration and file form 5500 annually.
- Schedule staff meetings.
- Be the first point of contact for HR issues for all staff.
- Keep personnel manual up to date.
- Fulfill unemployment paperwork.
- Tax filings and issue tax documents to staff and contractors.

TECHNOLOGY RESPONSIBILITIES

- Serve as lead admin and rollout improvements for Salesforce, troubleshoot errors and issues.
- Managing hardware inventory, software licensing and updates.
- Overseeing office related wiring needs.
- Review Soapbox Event, Donation, and Action pages as needed, troubleshoot.

OPERATIONS RESPONSIBILITIES

- Work with insurance brokers to maintain insurance coverage for the organization and its programs.
- Printer and tech support.
- Office and supply orders.
- Oversee in-office storage.
- Zip car management of users and bill.
- Schedule Board meetings quarterly and take meeting minutes.

QUALIFICATIONS

- A Bachelor's degree or equivalent and at least 3 years of bookkeeping experience. Bookkeeping and accounting training and certifications preferred (CPA not required).

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- 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 fiscal sponsorship business models.
- General knowledge of nonprofit fiscal management, fundraising, marketing, and operations.
- General knowledge of nonprofit audit processes.
- 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 are strongly encouraged to apply.**

HOW TO APPLY

Please 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 this role. 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] Director of Finance and Operations Application”.
- Applications will be accepted and reviewed on a first come first serve rolling basis.
Applications received before August 31st will be prioritized.
- We thank all applicants; we will contact only those selected for an interview.

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.