



Operations and Finance Manager
United Way of Missoula County

Position Summary

The Operations and Finance Manager is responsible for managing the financial functions, operations, and facilities of United Way of Missoula County. This position helps ensure that the organization's resources are managed effectively and aligned with its mission. The ideal candidate is passionate about nonprofit work, a detail-oriented self-starter, an excellent team player, and skilled at creating systems that promote efficiency and accountability.

Reports to

Chief Executive Officer

Under the supervision of the CEO, and working closely with the Deputy Director, key responsibilities of the Manager of Operations and Finance include:

Financial Management

- Oversee the preparation, management, and monitoring of the annual budget.
- Ensure accurate and timely financial reporting, including monthly financial statements, cash flow projections, and grant reporting.
- Serve as principal liaison with outside accounting firm.
- Manage accounts payable and receivable, payroll, and expense tracking.
- Collaborate with the CEO, Deputy Director and board members to develop financial strategies and policies.
- Coordinate preparation for annual audits and ensure compliance with nonprofit accounting standards (GAAP).

Operations Management

- Develop and implement policies, procedures, and systems to improve organizational efficiency and effectiveness. (CEO approval required.)
- Manage vendor relationships, contracts, and procurement processes.
- Oversee compliance with nonprofit regulatory requirements, including state and federal filings.
- Supervise contract workers and/or volunteers as needed.

Human Resources

- Support recruitment, onboarding, and training processes.
- Maintain employee records and oversee benefits enrollment and administration.
- Ensure compliance with employment laws and nonprofit best practices.

Grant and Fund Management

- Assist with tracking and managing grant funding, ensuring compliance with grant requirements.
- Provide regular reports to programmatic staff about grant-budget status.
- Provide financial oversight and reporting for restricted and unrestricted funds.

Facilities/Inventory Management

- Responsible for ensuring building maintenance and business inventory; e.g., serving as liaison with cleaning crew and other vendors; identifying and addressing building-maintenance and equipment needs, including seeking bids; ensuring adequate of inventory (office supplies, etc.).

Technology

- Identify technology needs; develop budget and strategy to address those needs.
 - Ensure data integrity and security.
 - Oversee management/maintenance of hardware, software and network systems.
 - Provide technical support to staff.
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Qualifications

Education and/or Experience

- Bachelor's degree or equivalent experience in business administration, nonprofit management, finance, or a related field.
- At least 3–5 years of successful experience in operations, budgeting, and financial management, preferably in the nonprofit sector.
- Knowledge of nonprofit accounting standards, fund accounting, and regulatory requirements.
- Experience in technology management, preferably in the nonprofit field.

Skills and Competencies

- Strong understanding of financial principles and budgeting, especially for nonprofits.
- Proficiency in accounting software (e.g., QuickBooks) and Google for Nonprofits.
- Excellent organizational and project-management skills.
- Strong interpersonal and communication abilities and proven experience working collaboratively across teams.
- Problem-solving mindset and ability to work under tight deadlines.

Physical Requirements: While performing the duties of this job, the employee is regularly required to walk, sit, bend, stoop, use hands to finger, handle or feel objects, papers and related office machines; reach with the hands and arms; talk; and hear. The employee must be able to lift and/or move up to 20 pounds on a regular basis. Specific vision abilities required by this job include close vision, distance vision, depth perception and ability to adjust focus. Must be able to work extended hours when required or requested by management. Must be capable of regular, reliable, and timely attendance.

Working Conditions: All United Way of Missoula County employees are able to work remotely and/or in the United Way office. The work environment in the office involves working with and around others. The noise level in the work environment is usually moderate. Employee must possess a valid driver's license and be able to drive regularly within western Montana.

Compensation: Low \$60s, with benefits that include employer-paid health insurance premium; employer-paid health savings account contributions; generous paid leave including cultural leave and paid time off for volunteering; eligibility for employer-paid SIMPLE retirement plan after 1 year;

To apply: Email resume and cover letter to info@missoulaunitedway.org. This position is open until filled. We are not able to respond to telephone inquiries about this position. Please email any questions to info@missoulaunitedway.org.

United Way of Missoula County is an equal opportunity employer. We encourage people of color, indigenous people, members of the LGBTQ+ community, and people with disabilities to apply.

We acknowledge with gratitude that we live and work on the traditional and current homelands of the Séliš (Bitterroot Salish), Ktunaxa (Kootenai), and Q'íispé (Kalispell), along with the Siksikaitstapi (Blackfoot Confederacy), Nimípuu (Nez Perce) and other tribal nations.