



# Khmer Girls In Action

## Seeks Operations Manager

Job Title: **Operations Manager**

Posting Date: April 2013

Hire Date: Until filled

Terms: Full-time (40 hrs/week), exempt: \$38,000-\$48,000 salary

Reports to: Executive Director

Location: Long Beach, California

---

**Khmer Girls in Action's (KGA)** mission is to contribute to the movement for social, economic, and political justice by building a strong, progressive, and sustainable community led by Southeast Asian women and girls. KGA develops the leadership of Southeast Asian youth to lead campaigns to create social change. For more information about KGA go to [www.kgalb.org](http://www.kgalb.org).

The Operations Manager's primary responsibility is ensuring organizational effectiveness by providing leadership for the organization's function. The secondary responsibility of the individual is to oversee KGA's Financial, Administrative, Human Resources, and Information Systems. This position will provide management of day-to-day operational activities to ensure that program staff is supported by an efficient and effective financial and administrative infrastructure.

Reporting to the Executive Director and serving as a member of the Management Team along with the Executive Director and Organizing Director. This position requires supervision of junior staff and also contributes to the development and implementation of organizational strategies, policies, and practices. Candidate should thrive and enjoy supporting a growing grassroots non-profit organization.

### ESSENTIAL JOB FUNCTIONS

- Finance:** Set up and maintain KGA's financial system so that it provides service and information for legal compliance, program implementation, fundraising, and strategic planning.
  - Internal controls:** Working with Executive Director and Board, manage procedures and systems necessary to maintain proper records and assure adequate controls.
  - Financial Management and leadership:** Provide tools, analysis, and leadership in all aspects of the organization's financial position, periodic financial reports, and financial and accounting policies, especially in partnership with the Executive Director.
  - Budgeting:** Support the organization's planning and monitoring of income and expense.
  - Accounting and payables:** Assure that procedures and policies related to accounting and disbursements are designed, maintained, and implemented to maximize information, productivity, cost-effectiveness, and quality of work processes.
  - Payroll:** Set up payroll and oversee timekeeping, recordkeeping, reporting, and payout of payroll.
  - Accounts Receivable:** Assure that procedures related to incoming money meet all organizational needs.
- Administration:** Assure that office operation, facilities, records, and legal issues are all managed to support KGA's program and organizing activities.
  - Administrative procedure:** Assure that reasonable administrative procedures exist and are understood and applied by all staff.
  - Office management:** Ensure that the physical workspace and office tools comprise an environment in which program and administrative staff can effectively carry out their work.
  - Legal and Risk Management:** Acquire and maintain adequate coverage for all applicable liabilities, assure that KGA applies with all pertinent laws.

3. **Human Resources:** Develop system so that KGA acts as a responsible, progressive employer, and that it is perceived by staff as such, support the ED in active management and coordination of staff.
  - **Benefits:** Acquire plans and track and monitor vacation and sick time
  - **Management and performance reviews:** Support supervisors and staff in completion of timely and effective performance reviews.
  - **Personnel Actions:** Coordinate or oversee all activities related to changes in employment status, hiring, firing, etc.
  
4. **Information Technology:** Assure that KGA staff has the right technological resources and skills to do their jobs.
  - **Technology Planning:** Anticipate technology needs of the organization, and conduct technology planning and budgeting.
  - **Support and Maintenance:** Ensure proper functioning of all office technology.
  - **Database:** Oversee the administration, maintenance, use and development of contact, and fundraising, and other databases
  - **Server:** Oversee the function, maintenance, and use of organizational files in the server to assure proper information flow within the organization.

### **QUALIFICATIONS and REQUIREMENTS**

- At least 3 years of experience in finance management and/or administration, and human resources.
- Bachelor's degree in related field or commensurate experience
- Strong in computer skills and proficient in Microsoft office and Quickbooks
- Strong interpersonal and communication skills, including effective and professional verbal and written communications with a diverse range of people and a collaborative management style
- Knowledge and experience in organizational effectiveness and operations management implementing best practices
- A robust attention to detail and ability to handle multiple projects simultaneously are a MUST.
- Demonstrated leadership. A qualified candidate will display initiative and the self-awareness to help create a position that fulfills organizational and personal goals.
- Some experience in social justice work and/or an understanding of the youth organizing landscape nationally preferred, including experience in one or more of the following fields: gender justice, reproductive health and justice, racial justice, LGBTQ rights, leadership development, education, labor, and/or safety/anti-violence.
- Strong creative, problem-solving, and critical thinking skills.
- A sense of humor and a constructive outlook are a plus.

#### **How to Apply**

Send cover letter and a resume to Lian Cheun, Executive Director at [lian@kqalb.org](mailto:lian@kqalb.org). This position will remain open until filled; early applications are strongly encouraged.