

ASSOCIATE SECRETARY of OPERATIONS

The Associate Secretary of Operations is a senior leadership position responsible for organizational operations including accounting, bookkeeping, budgeting, and financial and legal transactions that promote the mission of RSWR. This position is based out of the person's home, supervised by the General Secretary, and may require infrequent domestic travel.

In addition to staff, volunteers play a key role in RSWR. The Associate Secretary of Operations works collaboratively with the Senior Leadership Team, the Board and staff. Major policy and budgetary decisions are made by the RSWR Board of Trustees. The Associate Secretary of Operations balances their own personal gifts of visioning, discernment, and planning with deep listening, careful consultation, and strong support for the growth and exercise of similar leadership gifts and skills by many others, both staff and volunteers.

All senior leaders of RSWR are responsible for modeling the culture of the organization, being spiritually grounded, faith driven, with a deep commitment to Quaker values.

Desired Qualifications:

- Supportive of RSWR's mission and goals
- Endowed with commitment and imagination; creative thinker
- Self-starter, independent worker, and team player
- Sees the big picture and can anticipate potential future scenarios
- Ability to work on multiple projects while setting priorities and meeting deadlines
- Familiar with (or member of) the Religious Society of Friends
- Proficiency with word processing, database (Donor Perfect), bookkeeping (QuickBooks) and electronic (Google Drive) and paper filing systems
- Demonstrated attention to detail, accurately organizing and recording data and information
- Good interpersonal communication skills; welcoming personality
- Have a deep level of integrity
- Demonstrated experience with non-profit organization and management
- B.A. in Accounting with demonstrated non-profit experience and proficiency with financial accounting, analysis and reporting; Master's or CPA desirable

Duties and Responsibilities:

General Leadership

- As a member of the RSWR Senior Leadership Team, work with the board to develop and articulate a clear vision and major goals for all RSWR programs and assist with the development and implementation of the strategic plan for the growth of RSWR.

- o Cultivate passion for the mission and programs of RSWR throughout the organization, and clearly communicate the mission and goals to staff, board members, donors.

Financial and Legal Responsibilities

- o Develop an annual budget proposal and multi-year budget projections in consultation with the General Secretary and the RSWR Finance and Development Committee.
- o Prepare for and support regular external financial review or audit of RSWR accounting books, including the IRS 990 form.
- o Prepare all financial and legal reports and papers using generally accepted accounting principles.
- o Manage payroll and benefits, including worker's compensation audit.
- o Oversee and approve payment of bills entered into online accounting software by the Bookkeeper, and reconcile financial accounts monthly.
- o Maintain quality control between accounting and donor database systems.
- o Maintain and ensure quality control with all financial records. Manage internal controls to mitigate risk of fraud or harm to organization.
- o Attend and support RSWR board Finance and Development Committee and board meetings, generating reports as needed.

Personnel Administration and Supervision

- o Act as the Human Resource Manager for RSWR, including confidential conversations with staff as needed.
- o Administer and manage staff resources in line with federal and state labor laws and guidelines.
- o Develop, review, and update personnel policies and the Personnel Manual and the Personnel Handbook.
- o Maintain accurate and up-to-date confidential personnel files for all RSWR employees.
- o Ensure the preparation of all staff annual work plans, that include measurable outcomes, timelines, and individualized goals that promote success, and ensure performance reviews are conducted in a timely manner.
- o Recruit, hire, supervise, and conduct periodic reviews of the operation and finance staff. Provide or arrange for appropriate training and job development.

Technology and Recordkeeping Systems

- o Responsible for maintaining paper and electronic records, including the appropriate use of electronic storage systems and archives.
- o Establish and update recordkeeping policies.
- o Provide staff and Board training concerning IT systems and their appropriate use.
- o Ensure security of all software and equipment.

- o Maintain electronic equipment records for depreciation and replacement.
- o Purchase and maintain electronic equipment and software licenses, updating staff and Board about the use of technologies.

Support for Board and Committees

- o Ensure the Board, its committees, and its officers receive appropriate support, including attendance at Board meetings with appropriate reports.
- o Take steps to facilitate appropriate engagement of Board members in policy decisions relevant to the Operations and Finance program.

Hours: Full Time (Exempt)

Supervisor: The General Secretary

Supervises: Executive Assistant/Bookkeeper

Compensation and Benefits: Salary negotiable. Paid holidays/sick/vacation time, medical insurance, retirement.

Interested? Please submit the following items to Jacqueline Stillwell at rswr@rswr.org with "Associate Secretary of Operations" and your last name in the email subject line:

- current resume
- cover letter that includes how you heard about the position, why you want to be considered and your qualifications
- contact information (phone & email) for three or more references, at least two of whom are professional references

Review of applications will begin immediately and continue until the position is filled, with an anticipated start date as soon as possible.