

Job Posting: Finance & Operations Manager

The [Coalition for Headache and Migraine Patients \(CHAMP\)](#) supports people living with headache, migraine and cluster diseases who are often stigmatized and under-served. CHAMP is a passionate coalition that brings together organizations and leaders in this disease area to enhance communication, coordination, and collaboration to more effectively help people wherever they are on their patient journey.

The CHAMP team is looking for a Finance & Operations Manager. We are seeking someone with experience working in nonprofits. This role will focus on the day-to-day operations of the nonprofit, such as budget management, human resources, etc. Below are more details about the position, but responsibilities are not limited to those described below.

We are an established and decentralized team all working from our homes, well before COVID made this the national norm. The Finance & Operations Manager role is intended to be part-time (15-20 hours per week).

Duties/Responsibilities

Strategy, Vision, and Leadership

- Advise Board of Directors and Executive Director on budget, cash flow, and financial planning
- Contribute to adherence to strategic plan and overall management of organization's policies and procedures

Operations, Finance & Human Resources

- Process payroll for W2 employees and 1099 contractors/vendors via ADP and state SIT/SUI/etc accounts are up to date
- Work closely with bookkeeper on revenue and expense classifications, accounts payable and receivables, credit cards, and accuracy of financial reports
- Ensure audit, tax filings, 1099s/W2s, and solicitation registrations are completed on time and according to best practices
- Track and manage organization's insurance policies (D&O, General Liability, Accident, etc.)
- Employee benefit administration (health, tech, and retirement)
- Institute and update policies and procedures for organization and coalition
- Assist with recruitment, hiring, and onboarding as organization grows
- Support Executive Director for meetings with Board of Directors
- Review contracts and coordinate with legal as needed

Preferred Qualifications

- 5+ years experience in human resources, organizational operations, and finance
- Human resources and benefits administration experience (401k, ICHRA, HSA, FSA, etc.)
- Basic understanding of GAAP
- Analytical skills to include ability to troubleshoot problems from multiple perspectives
- Self-directed, entrepreneurial, and a critical thinker, with the ability to identify and develop new opportunities for the organization
- Proficiency in Microsoft Office, Google Workspace, and Zoom
- Experience working with coalitions

Salary

\$35,000 to \$45,000, DOE

We encourage potential applicants to apply even if they only have experience or familiarity in some of the areas described above. We fully recognize that many great candidates will not have experience in all of the areas we list, or may have relevant experiences and skills that we have not listed or considered. Send your resume and cover letter to careers@headachemigraine.org.