



Operations & Finance Manager

Deep South Center for Environmental Justice (DSCEJ) is now hiring an experienced **Operations & Finance Manager**.

About Us

The Deep South Center for Environmental Justice (DSCEJ) is a nonprofit organization dedicated to improving the lives of children and families harmed by pollution and vulnerable to climate change through research, education, community and student engagement for policy change, as well as health and safety training for environmental careers. Learn more at dscej.org.

Position Summary

The Operations & Finance Manager will oversee successful office and daily organizational operations to ensure that goals and cohesion are achieved. The Operations & Finance Manager reports to the Assistant Director of Training and Operations and works closely with the Executive Assistant to the ED to ensure that office functions are adequate and that procedures are created and implemented by all staff. The duties of the Operations & Finance Manager will include managing overall on-site operational efforts, documenting payments and expenditures via Beanworks (online vendor payment and expense reporting system), and optimizing the finance administration process. The ideal candidate for this role should have superior organizational and communication skills, a proven ability to work cross-functional, and exceptional budgeting and expense monitoring skills.

Duties & Responsibilities

Operations & Administration

- Interfaces with external partners, vendors and internal staff regularly to support daily finance and operational needs for the Center.
- Coordinates logistics for various all-staff trainings, meetings, events and retreats as directed.
- Schedules and organizes the staff meetings and events including retreats and other organizational events. Manage follow-up on staff meetings.
 - Prepare and manage an office calendar of activities, appointments, and project timelines.
- Manages the office mailing, shipping, and receiving needs.
- Creates and/or updates various financial procedures forms and operational office policies. Ensure that they are implemented - such as the reimbursement process; purchase process; check request process; vendor payment process and accounting reconciliation.
- Vendor and Account Management (Utilities, IT, Internet, Phones, Maintenance and Repairs, etc.)
- Creates and maintains an inventory of office supplies.
- Answer organizational phone calls and directs them to the appropriate staff member
- Manage Travel account with Egencia including travel approvals, event travel bookings for staff and attendees and account reporting.
- Manage relationships with vendors and contractors
- Manage contractual relationships with vendors, contractors and professional service providers (including contract, SOWs, scheduling and payments).

Finance

- Accounting firm liaison.
- Drives accountability with internal expenditure tracking procedures.
- Manage internal payment approval process.
- Maintain the following records: cash; grants; aid; organizational transactions, and contracts.
- Assist with check requests and generating stipends for students and instructors during the relevant programming period.

Technology

- Utilize knowledge of software such as Microsoft Office Suite and Google Workspace for efficient data entry budget tracking and word processing.
- Utilize office equipment such as a printer, copier, and facsimile machine to support operational functions.
- Manages all staff equipment requests, approvals, purchases and distribution
- Onsite support and logistic management.

Qualifications & Requirements

- Minimum of five years of related experience (required)
- BA (preferred)
- Excellent managerial and interpersonal skills.
- Extensive knowledge of finance, operations and facilities management.
- Excellent organizational skills and attention to detail.
- Excellent written and verbal communication skills.
- Proficient in Google Workspace.
- Excellent organizational skills.
- Budgeting and accounting experience.
- Computer literacy.
- Strong project management skills:
 - Scheduling and time management
 - Leadership
 - Technical expertise
 - Risk Management
 - Critical thinking & problem solving

Physical Requirements

- Prolonged periods sitting at a desk and working on a computer.
- Must be able to access and navigate the office.
- Must be able to lift fifteen pounds at a time.
- Occasional travel required.

Salary & Benefits

- Competitive salary range: \$65k-\$72k commensurate with qualifications and experience
- Medical: Health, Dental, Vision
- Retirement: 401k with up to a 2% annual salary contribution on staff accounts
- Paid Life and AD&D

Location

- On-site
- Office Location: 9801 Lake Forest Blvd, New Orleans, LA, 70127

How to Apply

- Please email the following to operations@dscej.org:
 - A detailed cover letter highlighting your interest and applicable experience
 - Your resume
- Include “**Operations & Finance Manager**” in the subject line.

Please note that DSCEJ is not able to provide sponsorship for employment visas.

EEOC Statement

It is the policy of the Deep South Center for Environmental Justice to provide equal employment opportunities without regard to race, color, religion, sex, national origin, age, disability, marital status, veteran status, sexual orientation, gender identity, genetic information or any other protected characteristic under applicable law.

More about the DSCEJ

The DSCEJ was founded by Dr. Beverly Wright in 1992 in collaboration with community environmental groups and universities in the Southern region to advance environmental justice. Since this time, the DSCEJ has become a powerful resource for environmental justice research, education, advocacy, as well as health and safety training for environmental careers.

The DSCEJ provides opportunities for communities, scientific researchers, and decision makers to collaborate on projects that promote the rights of all people to be free from environmental harm as it impacts health, jobs, housing, education, and quality of life. A major goal of the Center continues to be the development of environmental justice leaders in Black and other communities of color along the Mississippi River Chemical Corridor and the broader Gulf Coast Region.

To learn more, please visit www.dscej.org