



EVERY NEIGHBOR MATTERS

J. Verne Smith Center  
202 Victoria Street

P.O. Box 1303  
Greer, SC 29652-1303  
Phone (864) 848-5356  
[info@GreerRelief.org](mailto:info@GreerRelief.org)

|                       |  |
|-----------------------|--|
| <b>Position Title</b> | Operations and Administrative Manager  |
| <b>Description</b>    | <p>Greer Relief is a nonprofit service organization dedicated to providing stability &amp; empowerment programs in the greater Greer area. We seek to reflect the diversity of the community and are committed to partnerships that support healthy lifestyles and families. The long term goal of Greer Relief is to help neighbors identify their core problems and to treat the situation, not just the immediate need.</p> <p>The Operations and Administrative Manager (OAM) is a new and essential role at Greer Relief that consolidates core management and operational functions previously held by other positions. This is a mid-level supervisory position reporting directly to the Executive Director. The OAM coordinates administrative and financial operations as directed by the Executive Director.</p> <p>As we plan our move to a new J. Verne Smith Center the OAM will play a key role in the design and development of the new Center. The ideal candidate will have experience envisioning a future project, creating a plan, seeing it to completion, and then operating it a high level.</p> |
| <b>Reports To</b>     | Executive Director   |
| <b>Hours</b>          | Full Time  |
| <b>Pay</b>            | \$40,000-50,000 salary depending on experience   |

**SPECIFIC DUTIES INCLUDE BUT ARE NOT LIMITED TO:**

**Manage Financial Operations: Primary responsibility for Financial Management & Reporting, including, but not limited to:**

- Bill agency partners for building usage / rent monthly.
- Ensure monthly reconciliation of all Greer Relief bank accounts.
- Ensure generation of monthly financial reports: statement of activity, statement of financial position, cash flow positions, and updated 12-month rolling cash flow projections.
- Ensure proper coding of and accounting for all revenue, regardless of origin or method, including but not limited to checks, credit and debit cards, cash, etc.
- Ensure proper coding of and accounting for all expenditures, regardless of origin or method, including, but not limited to checks, credit and debit cards, cash, or intra-organizational transactions, such as travel claims, expense reimbursements, petty cash reconciliation, etc.
- Manage and execute the supplemental insurance & retirement deposits.
- Work closely with Finance Committee of the Board to structure and develop the budgets
- Prepare regular and ad hoc financial reporting for submission to and review by the Executive Director, who, in turn, will assume primary responsibility for presentation, discussion, and approval at Board level.
- Prepare all documentation and establish all the processes required to conduct the annual external audit, and maintain primary liaison with the auditors in the conduct of their work.
- Work closely with Executive Director on budget and audit preparation.

**Manage Internal Operations: Manage inter-departmental/functional coordination.**

- Develop, maintain and oversee implementation of an operations and procedures manual that will ensure effective internal communications and operations.
- Manage the facility (i.e. liaison with landlord, office equipment maintenance, office supplies, facility maintenance and management, etc.).
  - Coordinate with the City of Greer liaison for major repairs and maintenance items
  - Coordinate bids & permits for capital improvements.
  - Schedule and direct workers in performance of all maintenance/repairs within budgeted guidelines. Supervise all vendors and contractors throughout the process.
  - Maintain facility keys & building access.
- Provide training to new staff members on financial and operational procedures.
- Manage Information Technology (IT) functionality and maintenance, including but not limited to computers, laptops, peripherals, Internet connectivity.



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- Coordinate communications with the Board of Directors and its committees including scheduling of meetings/appointments/conference calls, arranging facilities and IT support, and preparation of agendas, minutes, and follow up.
- Answer/ direct phone calls, respond to [info@greerrelief.org](mailto:info@greerrelief.org) email inquiries.
- Manage vendor relationships including CharityProud, Constant Contact, QuickBooks, and CharityTracker.
- Order office supplies.

**Support the Executive Director**

- Organize Executive Director meetings: prepare agendas, coordinate follow up.
- Conduct research for and prepare materials for the Executive Director's meetings, events, and other projects.
- Represent the Executive Director on follow up phone calls or meeting as required.
- Support organizational efforts that advance the overall mission (e.g., newsletter, fundraising events, communications with partners/donors, etc)

**Program Support**

- Serve as program Site Coordinator for Volunteer Income Tax Assistance Program.
- Completes monthly reports to all partner agencies
- Provide services and/or information as referrals to neighbors as needed.

**REQUIRED EXPERIENCE, KNOWLEDGE, SKILLS, AND PERSONAL ATTRIBUTES**

**EXPERIENCE:** The ideal candidate will be a team-player with a strong operations background that includes financial responsibility for a department, division or company. Minimum 5 years' administrative experience preferably with a non-profit organization, Bachelors degree, and Bookkeeping expertise & QuickBooks experience.

**DEMONSTRATED EXPERIENCE MUST INCLUDE:**

- Can work independently, make decisions, multi-task, take initiative, pay attention to detail, and meet deadlines.
- Interpersonal skills that allow for successful work with all levels of the organization including the Board of Directors, donors, partners, staff and volunteers.
- Management of the core functions of an organization regarding the financial operations.
- Experience with and knowledge of accounting to include the ability to explain and elaborate on the details.
- Strong written and oral communications that will allow effective communication with partners, staff, Board of Directors, and donors.
- Competence with standard software and internet-based programs such as Basecamp, Slack, Glip, Constant Contact, Acuity, etc.
- Understanding of the confidentiality of sensitive information.
- A strong personal commitment to development and compassionate service such as that of Greer Relief.

**PHYSICAL DEMANDS:**

- High level of keying accuracy.
- Ability to sit and work on a computer and phone for the majority of the day
- Ability to lift and/or move up to 20 lbs and occasionally lift and/or move up to 50 lbs.
- Ability to work in an environment with moderate noise level and a high level of activity.

**PREFERRED LANGUAGE:** fluent in English

**All Staff of Greer Relief and Resources Agency must successfully complete a criminal and financial background investigation & Drug test**  
Greer Relief & Resources Agency is an equal opportunity employer & a drug free workplace.

Greer Relief & Resources Agency is committed to serving the community with dignity, compassion, and understanding.  
At Greer Relief, every neighbor matters and demonstrates this by modeling the principles of diversity, equity, and inclusion to all.