



Position Description

Title: Operations Manager
Status: Non-exempt
Reports to: APCU Executive Director

Position Summary:

The Operations Manager assists the Executive Director with day-to-day office operations, supports membership relations, facilitates program/project management, and manages financials for the APCU to ensure that the association is able to effectively serve member colleges & universities as well as affiliated constituencies.

Primary Responsibilities:

- Manage financial records and accounting processes
 - Prepare and process invoices, including annual dues notices, for payment
 - Deposit all funds, revenues and fees for the organization
 - Generate payroll on a monthly basis using QuickBooks Payroll
 - Pay contractors
 - Prepare 1099 and W-2's
 - Monitor income and expense relative to the organization's annual budget
 - Reconcile all bank and credit card account monthly
 - Prepare monthly financial reports for the Treasurer
 - Work with the accounting firm to produce an annual financial review or audit
 - Manage the finances of the Presbyterian College Chaplains' Association
- Manage logistics related to APCU events such as board meetings, Leadership Institute, CIC CAO dinner, and the annual presidents' conference:
 - Evaluation of locations/venues
 - Work with hotel and catering staff
 - Process event registrations and fees
 - Maintain registration records, payments and counts
 - Prepare conference materials
- Provide primary phone and e-mail coverage
- Maintain APCU membership database and contact history
- Facilitate APCU programs, such as the Study USA and Irish American Scholars (IAS) student exchange programs
- Manage delivery/receipt of mail and packages
- Manage inventory of marketing materials and office supplies
- Maintain office equipment/systems, network resources and software.
- Responsible for other duties that are relevant to the success of the APCU as assigned by the Executive Director

Education & Experience:

- Bachelor's Degree required
- Minimum of five years previous employment as an office administrator or in a similar role senior support role
- Experience working with/for colleges is desirable

Additional Qualifications

- Good organization and communication skills—attention to detail is critical
- Comfort and experience with office systems such as Microsoft Office 365 and QuickBooks Online
- Hands-on familiarity with industry-standard customer relationship management (CRM) systems
- General knowledge of standard accounting procedures and reporting
- Experience with event planning.
- Professional demeanor and ability to interact with senior college and church administrators
- Patience and a willingness to learn

Employment Terms:

- 25 hours per-week; a normal work week being five hours each day, Monday thru Friday
- Additional hours required periodically in connection with special events such as the annual presidents' conference.
- Benefits include paid time off, comprehensive health insurance, 403b participation
- Limited travel, primarily in connection with special events

Relationships:

The Operations Manager is responsible to the Executive Director for all of the duties and responsibilities listed above. Because of his/her involvement in matters related to these responsibilities, the Operations Manager will also communicate frequently with the APCU Board of Directors, with presidents and senior administrators at member institutions, and with the senior leadership team at the Presbyterian Church (USA).

Equal Opportunity Policy:

The Association of Presbyterian Colleges and Universities (APCU) is as an independent, not-for-profit organization supporting colleges and universities that maintain a historic affiliation to the Presbyterian Church (U.S.A). The APCU is committed to equal employment opportunity for all qualified persons without regard to race/ethnicity, color, national origin, gender, age (40 and over), marital status, sexual orientation, gender identity/expression, creed, protected disability status, citizenship status, genetic information, uniformed service or veteran status or religious affiliation (except where religious affiliation is a bona fide occupational qualification), or any other characteristic protected by law.