



JOB ANNOUNCEMENT

Operations Manager

Part-Time, Non-Exempt

At Walk San Francisco, we believe when you walk out the door to go to work, to school, to the park – anywhere – you shouldn't be risking your life by simply crossing the street. But every day an average of three people are hit while walking in San Francisco.

Walk SF exists to change this. Every day, we push for solutions to make our streets dramatically safer for everyone, of every age and ability. We believe San Francisco can become the most pedestrian-friendly city in the nation. And when walking is truly safe and joyful for all, this will bring immense health, equity, economic, and environmental benefits to our city.

We're looking for a new team member to help support our team and our lifesaving mission!

The part-time Operations Manager oversees key administrative functions. The position has a strong focus on Walk SF's finance needs, but also supports people operations. This position is a great chance to help a nonprofit build better, scalable business practices while cultivating a thriving, positive team.

The ideal candidate for this role is highly organized, detail-oriented, and excited to initiate solutions and support staff members.

This position reports to the Executive Director and also works closely with the Walk SF Board Finance Committee. This is an hourly 20-hour per week, exempt position, with an hourly rate of \$35.00 - \$40.00 based on experience. We are a hybrid team, and this position is required to be in-office in the Mission District in SF at least 2 days a week, which includes Mondays for all-team meetings.

Benefits include sick time; plus a wellness flex fund; and professional development funding.

KEY RESPONSIBILITY AREAS

Bookkeeping, Financial Management, and Payroll: 50%

- Using QuickBooks and Excel:
 - Process incoming payments, donation checks, and invoices promptly and accurately. Reconcile accounts payable and receivable to ensure accuracy and timeliness.

- Generate financial reports, including balance sheets, income statements, and cash flow statements, on a regular basis. Prepare financial statements for internal and external stakeholders.
- Assist in the development of annual budgets and financial forecasts.
- Assist with audits and financial reviews as necessary.
- Run budget-to-actual reports.
- Ensure compliance with accounting principles, regulatory requirements, and internal policies.
- Assist the executive director in preparing financial reports and proposed budgets for grants and contracts. Maintain accurate grant and contract income and expense records and documentation.
- Prepare and process payroll for employees in accordance with established schedules and procedures. Ensure compliance with federal, state, and local payroll regulations.
- Identify and implement ways to improve how we manage various sources of income, analyze trends, and be a thought partner in assessing Walk SF's financial picture.
- Work with fundraising development team members to identify ways that Salesforce can support overlapping fundraising and finance needs, plus use dashboards to track progress and manage key tasks.

People Operations: 35%

- Oversee hiring processes, including posting jobs, scheduling interviews, and managing applicants.
- Oversee onboarding and offboarding employees.
- Oversee annual schedule of employee performance reviews and related documentation.
- Keep Walk SF up-to-date with up-to-date with City and state non-profit filing requirements.
- Create agendas for and moderate weekly staff meetings.
- Organize bi-annual off-site team retreats.
- Run an annual employee survey and do regular pulse-checks through check-ins with the team, and take associated actions to enhance happiness, productivity, and training.
- Support staff-identified Diversity Equity Inclusion and Belonging actions.
- Use Slack and Salesforce to support internal operations and communications.

Office Management: 15%

- Interface with building management as needed for Walk SF's office needs.
- Oversee overall office functionality and appearance.
- Implement and maintain efficient office procedures and systems to support daily operations.
- Manage office supplies, storage, equipment, and vendor relationships.

EXPERIENCE AND QUALIFICATIONS OF OUR IDEAL CANDIDATE

- At least 3 years of experience as a bookkeeper or similar role, preferably in a nonprofit or small business environment.
- Proficiency in QuickBooks, Microsoft Excel, Google Suite, Slack, and CRM database management (Salesforce is a big plus).

- Strong understanding of accounting principles and practices.
- Strong financial acumen and experience with budgeting and financial reporting.
- Strong analytical skills.
- Excellent attention to detail and accuracy.
- Excellent organizational and multitasking abilities.
- Strong communication and interpersonal skills.
- Experience on a people operations team or managing aspects of HR in an operations role.
- Ability to work effectively both independently and as part of a team.
- A commitment to and experience with DEI initiatives in a workplace.
- Commitment to the mission and values of Walk SF.

HOW TO APPLY

To apply, please send: 1) a cover letter that includes where you heard about the position, your reasons for applying, and the relevant experiences you would bring to this role; 2) your resume. Please merge these two documents into one PDF with a file name that includes your last name and “Operations Manager” and email to careers@walksf.org. Use the subject line: *Operations Manager Application*.

Resumes submitted without a cover letter will not be considered.

MORE ABOUT US

Our staff is focused on making positive change in the world, honors and supports diversity in the workplace, and is committed to being intentionally inclusive in all our relationships.

Walk SF sees our work to contribute to ending systemic racism as ongoing, and our Board and staff identify and take meaningful actions internally and externally as an organization in support of this. We recognize that transportation policy can play a key role in creating a more equitable city and world.

Walk SF is committed to providing a workplace that is free from discrimination and harassment on the basis of race, color, religious creed, national origin, age, sex, marital status, sexual orientation, gender identity, disability, medical condition, veteran status, or any other classification protected by applicable law in employment or service policies and practices.

Currently, we have a hybrid working environment with 2 days minimum in-office each week. Our office is in the Mission District and is ADA accessible and close to transit and bike share. We are a flexible, family-friendly, collaborative workplace that makes time for team bonding and volunteer service.

Walk SF's strategic plan commits our organization to determine our highest priority projects and campaigns through an equity lens. Walk SF focuses our program activities on communities and/or geographies where issues of equity are most at play. Crash data shows that San Francisco's residents living in communities of concern suffer the most from traffic violence. These are

communities with the most low-income people, immigrants, communities of color, seniors, children, and people with disabilities.

Learn more about us at walksf.org, especially our blog and most recent impact report.