



**Job Title:** Operations Coordinator  
**Department:** Finance and Administration  
**Reports To:** Director of Finance and Administration

**Location:** 100% Remote  
**Job Type:** Full-Time  
**FLSA Status:** Non-Exempt  
**Salary:** \$50,000-\$55,000, pro-rated based on FTE

The Operations Coordinator will play a pivotal role in supporting various operational facets, including accounts payable, bookkeeping, human resources, information technology, and general administrative tasks for a fully-remote, dynamic nonprofit agency. Reporting directly to the Director of Finance and Administration, this role demands meticulous attention to detail, strong organizational capabilities, and adeptness in handling multiple responsibilities within a fast-paced environment.

### **Key Responsibilities:**

- **Accounts Payable:** Manage the weekly processing of invoices, including coding, data entry, travel charge verification, vendor setup, troubleshooting payment discrepancies, and providing ongoing support for all aspects of the payables process.
- **Bookkeeping:** Assist in month-end closing procedures by reconciling credit card charges, PayPal, Stripe, check logs, and facilitating reporting for grant submissions, audits, and general requests.
- **Human Resources/Payroll Support:** Collaborate on HR needs and assist with bi-weekly payroll processing as required.
- **Information Technology:** Act as the primary point of contact for staff technical queries, oversee the procurement, setup, and shipping of computer equipment for both new and existing staff.
- **Administrative Duties:** Provide comprehensive administrative support to the Director of Finance and Administration, including calendar management, meeting coordination, and correspondence handling.

### **Minimum Qualifications and Experience:**

- 2-3 years of experience in an administrative or project assistant role, preferably in a non-profit or federally grant-funded environment.
- Exceptional attention to detail, organizational skills, and time management abilities.
- Strong customer service orientation and the capacity to handle inquiries with professionalism.
- Proficiency in Microsoft Office, Google Suite, Zoom, and basic database operations.
- Excellent communication skills, both written and verbal.
- Ability to work autonomously and exercise sound judgment in problem-solving.
- Experience working collaboratively in a team-oriented environment.



### **Preferred Qualifications and Experience:**

- Familiarity with accounting systems such as Bill.com.
- Experience with federal grants administration is advantageous.
- Prior involvement with non-profit organizations.
- Knowledge of Bill, Sage Intacct, APS, and/or Airtable.
- Proficiency in equipment setup and technical support.

### **Skills & Abilities needed to excel in this position**

- Strong organizational and problem-solving skills, coupled with self-driven time management capabilities.
- Capacity to innovate, adapt to change, and meet tight deadlines.
- Comfortable functioning in a fully remote, fast-paced setting.
- Competence in managing multiple priorities independently.

### **What else you should know:**

- Remote position with a flexible schedule; but the candidate must be available during core working hours of 9:00 a.m. – 3:00 p.m. ET.
- Zero Abuse expects to begin reaching out to applicants on a rolling basis regarding interviews by March 15, 2024

### **To Apply:**

Please send the below materials in one combined PDF document to [careers@zeroabuseproject.org](mailto:careers@zeroabuseproject.org).

- Cover letter that is customized to the requirements in the job posting
- Resume

Please use the subject line ‘Operations Coordinator – [your name]’ and include the cover letter and resume as *one* PDF attachment.

Zero Abuse Project is committed to being a diverse and inclusive organization that promotes equity and dismantles systems of power and privilege. We know that high-performing teams include people who can share new and unique perspectives. We encourage all qualified applicants to apply, especially people of color and those who identify as a member of a historically marginalized group. Zero Abuse Project is proud to be an equal opportunity workplace.

Zero Abuse offers an excellent benefits package including: health, dental, and vision insurance, 401(k) retirement plan with match, disability insurance, life insurance, annual office closures the week of July 4th and the last week of the year, and generous paid time off.