



Office & Operations Manager (part time)

At Workmatters, we believe that people who pursue God's purpose for their work can change the world. And we want to change the world to look more like God's kingdom. To do that, we have a big Vision: to equip one million leaders of faith across 10,000 companies by 2025.

We are pursuing this Vision through live events, resources and training programs that equip people to pursue God's purpose for their work and create community with other career-minded Christians.

But nothing happens without a strong organizational infrastructure. That's where you come in.

You are driving the Vision by managing the financial and operational processes that enable Workmatters to run smoothly. You are playing a vital role in the Team's ability to productively and responsibly pursue the Vision, managing an organizational infrastructure that supports growth.

As the Office and Operations Manager, a typical week would include the following:

- Executing our accounts receivable and payable processes with our external accounting partner
- Managing check processing, donor entry and bank deposits
- Working with our Development Director to implement donor data processes
- Running reconciliation reports to ensure accuracy of financial processes
- Creating a new account and organization system in Office365
- Supporting CEO and other team members administratively

You're good at and enjoy things like this:

- Routine bookkeeping processes
- Details - you're highly organized and efficient at executing tasks with precision
- Email communication with vendors and partners
- Project management
- Scheduling - making all the parts fit together in the best way
- Increasing organizational capacity by identifying and implementing new processes
- Managing the administrative functions that enable a team to run smoothly

To be a good candidate, you must have experience managing financial and bookkeeping processes. Experience with Quickbooks is ideal, spreadsheet savvy is a must. You know your way around Office365. You are highly accurate in the details and have an ability to manage multiple tasks and assignments, you're not afraid to take ownership of a problem to solve, and you treat people well with the way you communicate. Above all, you're servant-hearted, getting a thrill out of doing the behind-the-scenes tasks that are vital for any Team to flourish.



General Information:

Workmatters is a non-profit, non-denominational 501(c)3 ministry focused on helping career-minded Christians pursue God's purpose for their work.

Candidates must be excited about helping leaders pursue God's purpose for their work and aligned to the Workmatters values of Faith, Relationships, Passion, Excellence and Relevance.

This position is a half-time, hourly position. In-office (Rogers, AR), ideally 4 hours/day, 5 days/week.

This document is intended to describe the general nature and level of work to be performed. It is not intended to be an exhaustive list of all duties, responsibilities, and skills required.

Performing the duties of this job will require the employee to walk; stand; sit; use hands; reach with hands and arms; balance; stoop; talk and hear. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Contact:

Please submit resume and cover letter to Ben Kirksey, VP & General Manager of Workmatters at bkirksey@workmatters.org. Workmatters will contact selected applicants.