



# Faith in Action for Cass County

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## Operations Manager Position Description

**Responsible to:** Executive Director

Date: April 20, 2023

### **Goal of Position:**

The Operations Manager supports the Faith in Action mission of service to people in need, by fulfilling responsibilities related to office finances, facilities and equipment, and volunteer and care receiver data coordination as delegated by the Executive Director and Board of Directors. In addition, this position is responsible for contributing ideas for program improvement and donor development.

### **Duties:**

- Maintain care receiver records, input registration and updated information in database.
- Manage scheduling of telephone reassurance program and other requests as delegated by the Executive Director.
- Make bank deposits, manage checkbooks, complete monthly bank statement reconciliation. record all expenses and income, using Quickbooks Online, including receipting.
- Pay bills including volunteer mileage, rent, phone, internet, etc., with approval of the director.
- Process payroll and payroll tax reports with approval of the director and Board review.
- Acknowledging donors and program contributors; draft monthly giving message.
- Process and track raffle ticket distribution and sales.
- Manage facilities operations and ongoing maintenance and improvement.
- Manage equipment maintenance and improvement.
- Assume additional duties as required by absence of another employee.

### **Responsibilities:**

- Submit ideas for program or quality improvement on a continual basis
- May be asked to support specific fundraising events and activities.
- Other duties as assigned by the Executive Director or Board of Directors

### **Hours:**

This position is full-time, average of 40 hours per week during open office hours (8 am to 4:30 pm Monday through Friday) and may include an occasional evening or weekend event; Paid holidays and paid time off.

### **Qualifications:**

- Compassion and understanding of diverse rural communities.
- Excellent verbal and written communication skills, and customer service skills.
- Computer and software experience required, to include Word, Excel, Access, Publisher, Power Point and Outlook, Quickbooks online, and database.
- Training and experience in bookkeeping and financial activities; strength in record management.
- Experience in schedule management and juggling multiple activities.
- Ability to work cooperatively in a team environment and the ability to work unsupervised

### **Training:**

Training will be provided on-the-job, as needed by the Executive Director and/or Board members. External training opportunities may be provided in the interest of employee development.

This job description indicates in general terms, the type and level of work performed as well as typical responsibilities of employees in this classification. The duties described are not to be interpreted as being all-inclusive to any specific employee.

Faith in Action for Cass County seeks a full-time Operations Manager with a compassionate heart for service to our diverse communities. The Operations Manager will work in our Hackensack office, manage client records and reporting, perform bookkeeping, financial, computer and related duties, an average of 40 hours/week with paid holidays and paid time off. Position to remain open until filled. (Pay Range \$17 to \$20 per hour based on experience and skill level.)

Faith in Action for Cass County is a nonprofit organization that coordinates community volunteers to provide nonmedical services to people in need throughout Cass County.

Application form and position description are available at [www.faithinactioncass.com](http://www.faithinactioncass.com).

Send a completed application form, cover letter & resume to:  
Theresa Eclov, Faith in Action, PO Box 512, Hackensack, MN 56452  
or email [cassfia@uslink.net](mailto:cassfia@uslink.net).  
For more information call 218-675-5435.