



DATE: August 2, 2017

TO: Interested Candidates

FROM: Chuck Doran, Executive Director

RE: Operations Manager position (full-time)

MWI (www.mwi.org) is seeking a full-time Operations Manager to process payroll, A/R & A/P, and other logistics as a part of a growing and dynamic dispute resolution and training firm in Boston. This position requires a willingness to work hard, show initiative, take on responsibilities, be attentive to detail, and deal with a busy and energetic office environment.

DUTIES AND RESPONSIBILITIES

- Manage and process accounts payables;
- Issue and follow-up on accounts receivables to ensure timely receipt;
- Record cash receipts and make bank deposits;
- Conduct monthly reconciliations of bank accounts and credit cards;
- Provide all information and documents required to the external CPA for an annual audit;
- Maintain an orderly accounting filing system;
- Comply with local, state, and federal government reporting requirements;
- Process payroll and administer 403b employee contributions in a timely manner;
- Purchase equipment as authorized by management;
- Monitor office supply levels and reorder as necessary;
- Answer main phone and greet clients and mediators;
- Overseeing the hiring and coordination of interns;
- Maintain records and contracts for payroll, 403(b), and benefits (health, dental and life insurance);
- Work with insurance broker yearly to review Health and Dental premiums;
- Prepare 1099 tax documents at end of year for contractors;
- Receive training registrations, enter information into database and process payment;
- Provide clerical and administrative support to management as needed;
- Other duties as requested by Executive Director.

KNOWLEDGE, SKILLS, AND ABILITIES

- Experience with Microsoft Office, QuickBooks, and Salesforce and/or an ability to learn new software programs;
- An ability to develop a rapport and personal presence with individuals, staff, clients and interns;

- Willingness to give and take constructive feedback in a non-defensive manner;
- Strong desire and ability to work as member of a team;
- Excellent verbal and writing skills;
- An ability to meet deadlines and keep track of details;
- A commitment to exceeding customer expectations is essential;
- A sense of humor, stamina and self-confidence.

DESIRED QUALIFICATIONS:

An Associate's degree in accounting or business administration is preferred (or equivalent business experience), as well as a knowledge of bookkeeping and generally accepted accounting principles. Preference will be given to candidates experienced with QuickBooks and Salesforce.

This is a full-time position (five days, 9 AM to 5 PM, with a minimum of 35-hours per week) and includes full health and dental benefits, paid vacation, T-pass, and company contribution to retirement plan. Annual salary between \$50,000 and \$60,000 based on experience. Dress is casual year-round, except when clients are in the office.

To apply:

Please send a cover letter, resume and three references by email to (no phone calls please):

Chuck Doran, Executive Director
MWI
10 Liberty Square – 4th floor
Boston, MA 02109

email: cdoran@mwi.org
web: www.mwi.org

MWI is an equal opportunity employer.