



**DATE:** September 9, 2019

**TO:** Interested Candidates

**FROM:** Chuck Doran, Executive Director

**RE:** Operations Manager (Finance & Office Management) Position (full-time)

MWI ([www.mwi.org](http://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 service and training firm in Boston. This position requires a willingness to work hard, show initiative, take on responsibilities, be attentive to detail, and work within 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;
- Maintain records and negotiate 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 payments;
- Provide clerical and administrative support to management as needed;
- Other duties as requested by Executive Director.

#### KNOWLEDGE, SKILLS, AND ABILITIES

- Experience with QuickBooks, Salesforce and Microsoft Office, plus an ability to learn new software programs, required;
- An ability to develop trust and personal presence with clients, staff, and interns;
- Willingness to give and take constructive feedback in a non-defensive manner;

- Strong desire and ability to work hard 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 \$55,000 and \$65,000 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 – 4<sup>th</sup> floor  
Boston, MA 02109

*email:* [cdoran@mwi.org](mailto:cdoran@mwi.org)

*web:* [www.mwi.org](http://www.mwi.org)

MWI is an equal opportunity employer.