

Wyoming Humanities Director of Operations Position

Description Responsible for managing day to day operations of Wyoming Humanities (WYH) and translating strategic plan into operational objectives

Position Type and Location Full time, exempt position reporting to CEO. Headquarters in Laramie with an office in Jackson. WYH is becoming a remote office with home-based staff. A Laramie-based candidate is preferred for access to the office, but WYH will consider home-based candidates from across Wyoming.

Primary Responsibilities

- Develop and maintain office functions in a virtual setting while developing and documenting efficient procedures, systems, hardware and technology best practices.
- Manage service contracts including accounting, audit, professional employer organization, marketing, IT and other vendors
- Perform fiscal and budget operations and oversight (money handling, bank processes, coding, internal controls) in conjunction with contract accountants and Bill.com
- Direct procedures and systems necessary to maintain proper records, ensure adequate accounting internal controls, and services to maximize efficiency and business operations
- Manage human resource functions with contract professional employer organization
- Develop, recommend, implement and evaluate operational policies and procedures for all areas of responsibility. Ensure legal compliance with policies and procedures
- Remain current on changes within the legal, regulatory, and technology environments, which may affect the financial and administrative operations of the organization.
- Oversee protocols, report development and overall use of data management systems such as Salesforce and WYH's grant database, Foundant
- Control administrative functions office including scheduling, communication and correspondence, electronic filing, working with vendors, implementing policies, tracking

Knowledge, Skills, and Abilities

- Independent, well organized worker and team champion
- Working knowledge of SalesForce and proficiency in Microsoft applications (Outlook and Teams, etc.) payroll, software, and information management
- Proficient operational and financial acumen and demonstrated ability to implement new procedures and tools
- A demonstrated track record of successful business operations and project management
- Clear and concise communication
- Strong executive presence and ability to interact with Board members and public
- Experience in developing an engaged and collaborative staff
- Strong analytical and problem-solving skills

Requirements

- A Bachelor's Degree in Finance or a related field; an advanced degree, such as a Master of Business or Public Administration preferred
- Minimum 5 years of financial and operational management experience in government or non-profit organization, including fund and grant accounting, compliance and reporting, human resources

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