



**D.C. POLICY  
CENTER**

## Job Announcement: Operations Associate

The D.C. Policy Center is looking for a self-motivated and well-organized Operations Associate to work in a fast-paced think tank focused on the District of Columbia. The Operations Associate will be responsible for managing the Policy Center's bookkeeping, financial processes, and operations, and will provide additional administrative support to the Executive Director and other senior staff members as needed.

The ideal candidate is someone who has strong organizational skills who is adept at schedules and spreadsheets, and is willing to take on increasing responsibility in a dynamic and growing non-profit. They will be familiar with best practices for how to run a small non-profit office, and able to adapt to changing systems and situations.

While a degree in accounting or CPA license is not required, familiarity with accounting is a plus as the Operations Associate will work closely with vendors who provide the Policy Center's accounting services and will serve as the key in-house resource for audit and tax preparation.

The Operations Associate will report directly to the Executive Director, and will work closely with other senior staff members as needed.

Experience: At least 3 years of relevant experience

Salary range: \$60,000 – \$70,000

Priority application deadline: October 31, 2019

Start date: Early December 2019

### Responsibilities

#### Finance Support (40%)

- Provide bookkeeping support to Executive Director and senior staff, including preparing monthly and annual financial statements, tracking spending, and assisting in creating project budgets.
- Lead audit preparation and preparation of federal and state regulatory filings.

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- Work closely with accounting firm to reconcile payables and receivables, and prepare annual tax filings.
- Generate invoices and enter invoices into online bill pay system.
- Process online and check contributions and prepare checks for deposit.
- Process expense reports.
- Prepare financial reports for the organization.

### Operations Support (40%)

- Oversee processes such as payroll, retirement, and healthcare payments.
- Help manage HR needs and provide on-boarding assistance for new employees, including benefit enrollment.
- Maintain operational compliance with local and federal departments.
- Maintain and update office handbook and internal procedures.
- Assist staff with basic computer and website issues, and work with external vendors to address the organization's technology needs.
- Process incoming and outgoing mail, and help prepare Annual Reports and other materials for mailings.
- Assist in planning and scheduling meetings and special events, including making space reservations, ordering meals, receiving guests, and assisting in preparing meeting materials.
- Maintain and purchase office supplies.

### Executive and Administrative Support (20%)

- Lead board meeting preparation: Help schedule board meetings, prepare and send materials, and take minutes.
- Provide schedule management support for the Executive Director.
- Provide other administrative support to senior staff as needed.

## Experience and qualifications

- Exceptional communication and organizational skills.
- Prior office management experience.
- Familiarity with non-profit accounting and Xero strongly preferred.
- Strong computer skills, including experience with accounting software and Microsoft Office (Word, Excel, and PowerPoint), required; experience with WordPress and MailChimp preferred.

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- Ability to work in a dynamic small office environment and manage competing deadlines.
- Ability to solve problems independently and perform duties with minor supervision.

### Application Instructions

To apply send a resume and cover letter as PDFs to [jobs@dcpolicycenter.org](mailto:jobs@dcpolicycenter.org).

Priority deadline is October 31, 2019. After that, applications will be considered on a rolling basis. The start date for this position is negotiable, but ideally early December.

### About the D.C. Policy Center

Established in 2016, the D.C. Policy Center is a non-partisan, non-profit 501(c)(3) think tank committed to advancing policies for a strong and vibrant economy in the District of Columbia. The D.C. Policy Center informs policymaking by offering data and analyses on the District's economy and residents. More: [dcpolicycenter.org/about](http://dcpolicycenter.org/about)

The D.C. Policy Center is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status, or any other protected status under federal or District law.

Please contact [jobs@dcpolicycenter.org](mailto:jobs@dcpolicycenter.org) with any questions.

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