



SJPC
SAN JOAQUIN
PRIDE CENTER

Finance and Operations Manager

Reports to: Executive Director

Terms: At-Will, Full-Time

Salary Range: Starting at \$70,000 annually

Exempt Status: Exempt

Work Modality: Hybrid (in-person and remote work required)

About the San Joaquin Pride Center

The San Joaquin Pride Center (SJPC) works to enhance and sustain the well-being of the LGBTQ+ community through supportive services, advocacy, and inclusive programs. We envision a community where all people are valued, celebrated, and able to thrive.

Position Summary

The Finance and Operations Manager ensures accurate financial tracking, supports budgeting and grant reporting, and coordinates essential administrative and operational functions to keep the SJPC running smoothly. Working closely with the Executive Director and our fiscal sponsor, United Way, this role maintains organized financial and administrative systems, supports HR compliance, and provides day-to-day operational support for staff and programs.

Key Responsibilities

Financial Management

- Maintain accurate internal records of all financial transactions in coordination with United Way's accounting team.
- Reconcile internal records with monthly reports from United Way.
- Track income, expenses, and grant allocations using spreadsheets and other tracking tools.
- Assist the Executive Director in preparing the annual organization budget and program-specific budgets.
- Monitor expenditures against budgets and flag variances.
- Prepare monthly and quarterly grant reports in compliance with funder requirements.
- Compile financial data for Board reports, funder updates, and audits.
- Process vendor invoices, bills, reimbursements, and procurements.

Operations and Administration

- Maintain organized digital filing of contracts, agreements, and key records.
- Manage office supplies, equipment orders, and vendor relationships.
- Support day-to-day operational logistics to ensure smooth program and administrative functioning.
- Assist with donor management database

Human Resources Support

- Coordinate onboarding for new staff, interns, and volunteers (paperwork, orientations, system access).
- Maintain personnel files in compliance with policy and legal requirements.
- Assist with benefits administration and timesheet/payroll coordination with United Way.
- Ensure compliance with required HR documentation and updates.

Compliance and Reporting

- Maintain records and documentation to meet legal, grant, and policy requirements.
- Support the Executive Director in preparing for audits or monitoring visits.

Qualifications

- **Associate's degree** in a related field plus at least 3 years of increasingly responsible experience in community leadership, grassroots organizing, or nonprofit services.
- **High School Diploma** and at least 6 years of progressive professional, lived, or volunteer experience in community-based programs.
- 3 years of experience in nonprofit finance, office management, operations, or HR administration.
- Proficiency with Microsoft Excel/Google Sheets; familiarity with QuickBooks or

similar software a plus.

- Strong organizational skills and attention to detail.
- Ability to manage multiple priorities and deadlines.
- Discretion with confidential information.
- Commitment to the mission and values of the LGBTQ+ community.

Core Competencies

- **Detail-Oriented:** Accuracy and precision in tracking finances and maintaining records.
- **Organized:** Able to create and maintain systems that keep operations running smoothly.
- **Collaborative:** Works well with staff, vendors, and partners to solve problems and improve processes.
- **Adaptable:** Comfortable shifting between financial tasks, operational needs, and HR support.

Compensation and Benefits

- Starting salary of \$70,000 annually, commensurate with experience.
- Benefits include health insurance, dental insurance, paid time off, and professional development opportunities.

- Hybrid work environment with both in-office and remote work.

How to Apply

Please submit your resume and a brief cover letter (optional) to **jalita@sjpride.center** with the subject line: *Finance and Operations Manager Application*. Applications will be reviewed on a rolling basis until the position is filled.

Equal Opportunity Statement

The San Joaquin Pride Center is proud to be an equal opportunity employer. We strongly encourage applications from people of color, women, persons with disabilities, veterans, and LGBTQ+ individuals. We do not discriminate on the basis of race, color, religion, creed, ancestry, sex, age, national origin, marital status, ethnicity, sexual orientation, gender identity and/or expression, physical or mental disability (including HIV or AIDS), medical/mental condition, genetic information, veteran or military status, or any other protected category.