



Job Title: Operations Manager

Status: Full Time (Salary Exempt)

Reports to: Executive Director

Who we are: With a mission to celebrate, nurture, and preserve Latinx arts and cultures, Arte Américas is the Central Valley's largest Latinx cultural arts center. Our exhibitions and programs are educational, family-friendly, and culturally specific; featuring local and international artists whose talents represent the diversity of cultural art forms of the Américas.

What we do: Arte serves the Central Valley's diverse Latinx communities. Our audience is multi-generational—from families and grandparents to school-age children. Public education is a cornerstone of our work providing opportunities for educators, students and creative individuals to learn and experience the rich and evolving cultural traditions of Latinx communities. Arte is widely respected for its innovative programming and strong community partnerships.

About the Position:

This role will play a vital role in overseeing the smooth operation of Arte Américas and ensuring exceptional administrative support. As the Operations and Administration Manager, you will contribute to the growth and success of our cultural arts center, helping to create an unforgettable and efficient experience for visitors, artists, and collaborators alike.

Primary Job Functions:

Under the direction of the executive director, and working in cooperation with our accountant and members of the Finance Committee of the Board, the Manager of Operations is responsible for the following:

Accounting and Financial Management

- Refine, implement and enforce established financial protocols and controls
- Track deposits and coordinate with development staff in the tracking and monitoring of gifts, donations, foundation receipts, and other revenue streams
- Provide monthly budget reports to the executive director
- Provide monthly financial reports for the Finance Committee and Board; attend monthly Finance Committee meeting
- Assist in the development of organizational budgets



- Work with the Accounting Firm/CPA to ensure the organization is audit ready; maintain all audit files and documentation; assist through audit process
- Ensure compliance grant rules and regulations
- Oversee the preparation and timely submission of grant application amendments, and budget transfers
- Monitor, maintain, and review monthly reporting using grant templates provided for each grant

Fiscal Operations

- Manage all accounts payable and accounts receivable
- Reconcile monthly bank and credit card statements and ensure accuracy of the general ledger
- Submit, manage and enter bi-weekly payroll
- Oversee all organizational purchasing to ensure alignment with budgets
- Submit contract budget amendments with written budget justifications
- Maintain relationship with state agencies contract manager and fiscal departments
- Perform functions of financial administration and reporting to include, but not limited to: preparation and timely submission of grant reports, development and adjustment of associated budgets, coordination of budgeted funds, screening and processing requests for expenditures and ensuring the timely application for reimbursement
- Serve as a liaison with program and development staff on issues regarding grants, especially reporting

Administrative Operations

- Work with facilities management and maintenance to ensure payment needs are met
- Oversee vendor relations and maintaining online accounts; act as primary contact with building management and vendors
- Maintain and renew organizational insurance policies
- Management of corporate insurance policies for Directors and Officers including Worker's Compensation, special event coverage and general liability umbrella
- Review of all contracts, negotiation of leases and vendor agreements



- Ensure Arte Américas' compliance with OSHA standards and workplace safety regulations.
- Liaison to and provide staff support to contracted Human Resource services
- Collaborate and assist with managing employee on-boarding, time and attendance system, and benefits
- Responsible for general office management and operations.
- Ensure the provision of comprehensive and cost-effective benefits plan; monitoring benefits environment for best practices, review annually or as needed.
- Oversee the end-to-end new hire process, encompassing interviewing, pre-employment screening, new hire orientation, recordkeeping, and ensuring adherence to labor law compliance with the help of our contracted HR Services.
- Manage termination process with HR and the Executive Director
- Maintain and update policies and procedures including but not limited to job descriptions, safety manuals, etc.

Qualifications:

- Commitment to Arte Américas' mission and vision
- BA/BS or equivalent work experience of at least 5 years within community-based non-profit organizations that includes finance and office management
- Strong skills and knowledge required in: accounting/bookkeeping, audit preparation, communication, writing, time management, problem-solving, IT/technology, online systems, and contract management
- Expertise in QuickBooks, Excel, Google, Apple technology, Paychex or payroll systems
- Must be detail-oriented, self-directed and prepared to work in a challenging, changing environment where multiple priorities must be managed
- Strong communication skills – ability to interpret a variety of instructions
- Ability to manage multiple time-sensitive projects simultaneously on a continuous basis
- Ability to exercise sound judgment and maintain confidentiality
- Strong customer service background
- Experience with government contracts preferred
- Bilingual in oral and written English and Spanish preferred but not required

Other Duties



Please note this job description is not designed as a comprehensive listing of all duties and responsibilities that are required of the employee for this job. Duties and responsibilities may change at any time based on Arte Américas' needs.

Compensation

Anticipated salary range is \$68,640-\$85,000 and is negotiable based on the strength of the candidate's application. Arte Américas also offers competitive benefits.

ADA/FEHA: Arte Américas will make reasonable accommodations in compliance with the Americans with Disabilities Act of 1990 and California's Fair Employment and Housing Act.

EEO: Arte Américas is an equal opportunity employer. All aspects of employment, including the decision to hire, promote, discipline, or discharge, will be based on merit, competence, performance, and business needs. We celebrate diversity and are committed to creating an inclusive environment for all employees.

To Apply:

Please send resume and cover letter to jobs@arteamericas.org with the subject line: Operations Manager