



Finance & Operations Manager

Reports to: Executive Director

Employment Status: Part-Time

Compensation: \$27-33.80 per hour, depending on experience

POSITION SUMMARY

The *Finance & Operations Manager* oversees financial management and workforce operations at SCCM. This role is responsible for maintaining accurate financial records, ensuring regulatory compliance, managing payroll and HR administration, and developing operational systems that support the museum's growth. Working collaboratively with the Executive Director, Museum Manager, and Board of Directors, this position ensures the smooth operation of all back-of-house administrative functions.

ABOUT US

Southern California Children's Museum is a 501(c)(3) nonprofit organization that engages families and children ages 0-6 in play! We believe play is critical to children's growth and learning, and work to create and facilitate a collection of interactive, hands-on exhibits and experiences designed to engage the whole child, support developmentally appropriate learning, and invite all families to play together.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Your job responsibilities will include, but are not limited to:

- **Track and manage financial operations.** Monitor organizational spending and income, process checks, record deposits and transactions, and reconcile credit card spending. Maintain accurate and organized financial records using QuickBooks.
- **Oversee accounts payable and receivable.** Ensure timely payment of bills and invoices, track incoming revenue, and maintain clear records of all financial transactions.
- **Support financial reviews and audits.** Prepare documentation and assist with annual audits, financial reviews, and grant reporting requirements.
- **Process payroll accurately and on time.** Manage bi-weekly payroll using ADP, ensuring compliance with tax withholdings, wage laws, and benefit deductions.
- **Coordinate employment lifecycle.** Conduct background checks, process new hire paperwork, set up employees in relevant systems, support employee reviews and feedback, and manage exit procedures including final pay and benefit terminations.
- **Administer employee benefits.** Assist staff with enrollment and changes to CalSavers retirement accounts, unemployment insurance (EDD), and other benefit programs. Maintain up-to-date employee records with accuracy and confidentiality.
- **Ensure regulatory and workplace compliance.** Develop, maintain, and implement policies and procedures that comply with federal, state, and local employment and labor laws. Stay current on regulatory changes affecting the organization.

- **Manage business licensing and insurance.** Submit nonprofit status filings, business license renewals, and statements of information. Work with insurance brokers to maintain appropriate coverage, monitor claims, and submit charity and raffle registrations.
- **Prepare financial and compliance reports.** Generate monthly financial reports for leadership and the Board. Prepare and file compliance documentation including W-2s, 1095-C forms, ACA reporting, Workers' Compensation filings, and CalSavers reports.
- **Build operational infrastructure and systems.** Develop and implement scalable systems and procedures for financial management, HR administration, and compliance. Identify opportunities to streamline processes and improve efficiency.
- **Collaborate with leadership and the Board.** Work closely with the Executive Director, Museum Manager, and Board of Directors to support strategic planning, ensure smooth operations, and cultivate a positive organizational culture.
- **Other duties as assigned.**

QUALIFICATIONS

Required:

- 3-5 years of experience in finance, operations, HR, or business administration
- Working knowledge of employment laws, regulations, and HR best practices
- Strong understanding of accounting principles and financial management
- Proficiency with payroll software (ADP) and accounting tools (QuickBooks)
- Exceptional organizational skills and meticulous attention to detail
- Ability to handle sensitive and confidential information with discretion
- Strong analytical and problem-solving skills
- Excellent written and verbal communication skills
- Ability to work both independently and collaboratively
- Comfort working in an environment with young children and families
- Confidence managing a broad variety of responsibilities
- Commitment to welcoming and respecting all identities and cultures
- Ability to pass a background check

Preferred:

- Degree in business administration, accounting, finance, human resources, or related field
- Nonprofit experience, particularly with small organizations
- Experience developing operational systems and policies
- Familiarity with California-specific employment regulations
- Experience working with Boards of Directors

JOB DETAILS

Job Type: Part-time

Classification: Non-Exempt

Reports to: Executive Director

Schedule: Flexible schedule. Up to 24 hours/week, generally Monday - Friday. Rare weekends and evening work. Work is hybrid, though we ask this role to be onsite at least $\frac{2}{3}$ of the time so they are familiar with the team and museum operations.

Pay: \$27-\$33 / hour DOE

This job description is intended to provide a general overview of the position and does not encompass all tasks that may be assigned. We are an Equal Opportunity Employer and do not discriminate based on race, color, religion, sex, national origin, age, disability, or veteran status. Reasonable accommodations will be made to enable qualified individuals with disabilities to perform the essential functions of the job.

BENEFITS

- **Paid Time-Off.** Based on your start date, you will accrue five (5) personal leave days per year. Personal leave is referred to as paid time-off (PTO) and includes time used as sick leave. Unused PTO can be accrued up to five (5) days per year. All hours above and beyond those five (5) days will be forfeited each year and will not be carried over to future years. PTO may not be used in the event you give notice of intent to terminate your employment.
- **Optional Retirement Savings Account via CalSavers:** you have the option to contribute a portion of each paycheck to an Individual Retirement Account (IRA)
- **Holidays.** As a children's museum, the nature of our business requires SCCM to be open 7 days a week on a year-round basis. Should you be scheduled to work on one of the holidays below, you will be paid double-time.
 - New Year's Day – January 1
 - Memorial Day – May 31, observed on the last Monday in May
 - Independence Day – July 4
 - Labor Day – first Monday in September
 - Thanksgiving – fourth Thursday in November
 - Christmas – December 25