



ACCP Job Description

TITLE OF POSITION: Director of Business Operations

DEPT/DIVISION: Finance and Operations

SUPERVISOR'S TITLE: President & CEO

OVERVIEW OF THE ACCP:

The Association of Corporate Citizenship Professionals is *the* premier membership organization for companies committed to corporate citizenship, and a career-long resource for purpose-driven professionals. ACCP's 225+ member companies – including Fortune 500's, mid-size companies, small businesses, and start-ups-are joined together through their shared commitment to sustainable impact, employee engagement, community involvement, and a drive to better the world.

ACCP provides access to practical insights, relevant tools, and meaningful connections that help companies identify and understand trends, improve results, and expand impact. We connect people with resources and professionals with one another. We connect companies with ideas and society with solutions. We challenge individuals to build and grow their skills and encourage businesses to evolve their corporate citizenship policies and practices, for the greatest business and social impact. We champion and elevate what is working in the field. We champion and elevate what is working in our field.

If you are looking to make a difference in the world and work with a small and dynamic team, join us at the ACCP!

SUMMARY OF THE POSITION: The Director of Business Operations is responsible for partnering with the CEO and Leadership Team and some external providers to drive financial, operational, and people related strategies that support the business. Responsible for financial oversight, Human Resources, and overall Operations and IT management.

The Director of Business Operations is the liaison and oversight to an outsourced finance and accounting function and is therefore accountable for the development, implementation, coordination, and administration of the organizations' financial policies and procedures, accounting methods and systems, budgets, internal and external reports and tax returns, cash management, receipt and disbursement of funds and a system of internal control.

DUTIES AND RESPONSIBILITIES:

Operations, Leadership and Risk Management

- Supports the CEO in creating and executing the strategic plan, monitors progress.
- Maintains and updates ACCP policies as needed. Ensures that association activities adhere to legal guidelines and policies.
- Maintains the Risk Register and communicates with the Audit Committee.
- Manages legal, insurance, state licensure, and real estate. Liaison with legal counsel, insurance providers, and other experts.
 - Serves as a central hub for all organizational contracts. Works closely with the staff member generating the contract, coordinates with legal counsel, and reviews and signs off on contracts.
 - Monitors insurance coverage and manages annual insurance processes.
- Serves as staff liaison to the Finance and Audit Committees, and partners with the CEO in supporting operational issues that go to the Executive Committee and Board of Directors.
- Leads the efficient management of a remote office environment, utilizing technology to support a productive and engaged workforce
 - Designs the weekly staff meeting agenda and facilitate weekly meetings.
 - Oversees annual calendar creation and maintenance,
 - Manages the unique needs of the remote work environment including data and records management and storage. Ensures compliance with Document Retention policy, designs, and maintains systems for organizational filing, and manages the storage and retrieval of documents and records.
 - Selects, manages, and implements office productivity technology. Develop guidelines for the adoption, licenses, subscriptions, and use of technology including Office 365,

- project management software, graphic design, survey, remote office software, and others. Ensures proper training on productivity technology.
 - Contracts and maintains relationships with the tech support company.
 - Serves as a member of the Leadership Team; helps set and champion a productive culture, execute on an annual strategic plan, and problem-solve as a leadership group as organizational issues arise.
- **Accounting, Budgeting, Audit**
 - Provide financial and strategic advice through data-driven analytics and counsel to the CEO
 - Track all facets of business performance over time with an eye toward improving results and increasing predictability.
 - Lead the development of the annual budget and forecasting with the CEO and Leadership Team for board approval. Oversee monthly/quarterly budget vs. actual variance analysis including key metrics that tie back to financial goals
 - Coordinate the annual audit with independent certified public accountants and assist auditors in the conduct of audits.
 - Oversees and serves as liaison to outsourced staff accountant
 - Responsible for the financial accounting of the Association of Corporate Citizenship Professionals (a 501(c)6 organization), including the implementation and maintenance of a system of internal accounting controls, reconciliation of investment accounts and operating accounts and preparation of monthly financial statements which conform in all respects to generally accepted accounting principles.
 - Prepare detailed analyses, summaries, and reports of the financial data on the operating progress of the association periodically and identify opportunities for improvement
 - Provide fiscal and analytical support to the CEO as well as the Board of Directors and Finance Committee, providing insight and perspective on trends and opportunities. Provides financial information and analysis to all staff as required.
 - Lead the monthly close process, ensuring accuracy and timeliness
 - Provide invoicing and account collection for all outstanding funds.
 - Initiate and process semi-monthly payroll processing to a payroll provider.
 - Process accounts payable including all staff expense reports.

- Process financial transactions for membership, tuition, and sponsorships. Interface well with members, sponsors, and stakeholders concerning financial transactions.
- **Human Resources**
 - Partner with CEO and HR consultant on organizational design and employee engagement.
 - Liaison with HR consultant as required.
 - Implements the association's DEI examination and initiatives, monitors, and reports on progress.
 - Lead and develop human resource tactics and strategies that support the business, provide guidance and counsel to the CEO on people-related matters
 - Administer and manage all employee benefits programs including 401K plan, PTO, and other employee benefits as they become available
 - Assist the hiring manager in recruiting, hiring and successfully onboarding new staff
 - Establish and maintain employee handbook annually.
 - Ensure clarity of roles and responsibilities through routine reviews/updates of job descriptions and other related documents including personnel files.
 - Support the decision-making process of the CEO concerning salaries, benefits, travel policies, office space, and remote working arrangements.
 - Benchmark salaries and makes recommendations to salary and bonus structure and budget.
 - Ensure effective performance management process and execution; review performance reviews with President and CEO.
 - Supports department heads in identifying and contracting with consultants as approved.

QUALIFICATIONS:

- Bachelor's degree in Business Administration, Accounting, or a related area. MBA or equivalent work experience preferred. 5-7 years related experience; or equivalent combination of education and experience.
- Strong financial acumen; highest standards of accuracy and precision and highly organized
- Brings an "owner's" mentality to the role; a self-motivated and self-directed leader who can set and meet deadlines

- Action-oriented doer and hands-on leader; must be able to get into the details and get the job done
- Excellent strategic thinking skills providing a strong and objective counsel
- Strong drive for results, highly driven and able to prioritize and deliver on tight timelines with competing priorities
- Collaborative and able to work well with staff at all levels in a fast-paced environment
- Comfortable making a financial case to leaders, identifying and articulating financial and operational risks as decisions are being made, and escalating issues when necessary.

If interested, please forward a resume and cover letter to hr@accp.org.

ACCP is proud to be an Equal Opportunity Employer. We are committed to equal employment opportunity and an inclusive work environment regardless of race, color, ancestry, religion, sex, national origin, age, citizenship, marital status, disability, gender identity or veteran status. The above is intended to describe the general duties and requirements for the performance of the job. It is not construed as an exhaustive statement of duties, responsibilities, or physical requirements. Nothing in this job description restricts the manager's ability to assign or reassign responsibilities for this job at any time. Reasonable accommodation may be made to enable an individual with disabilities to perform essential functions.