



CJA Job Announcement
Operations and Finance Manager

The Center for Justice and Accountability (CJA) is an international human rights organization dedicated to ending torture and other severe human rights abuses around the world and advancing the rights of survivors to seek truth, justice and redress. CJA uses litigation to hold perpetrators individually accountable for human rights abuses, develop human rights law, and advance the rule of law in countries transitioning from periods of abuse.

Position Summary

Reporting to the Executive Director, the Manager of Operations and Finance (OFM) has primary responsibility for managing the finance, human resources, office management, facilities management and information technology functions of the office. Because this individual balances a variety of responsibilities, the position requires a high degree of flexibility, a professional attitude, significant initiative and attention to detail. An understanding of accounting principles in a non-profit environment, computer literacy and a commitment to human rights are also required. The OFM must be a highly motivated, well-organized professional who is excited about working in an active and expanding nonprofit and thrives in a friendly and fast-paced environment.

OFM will work closely with the Executive Director, Legal Director and Development & Outreach Director. At present, the OFM will supervise one administrative staff in addition to non-legal volunteers. CJA is in a period of growth and we expect to hire additional staff over the next several years.

Responsibilities

Financial Management

- Lead the annual budget development process, monitor the budget and recommend proactive changes as needed.
- Prepare monthly financial reports for the Executive Director and the Board of Directors.
- Ensure appropriate legal and fiscal controls while maintaining our accounting and payment systems.
- Ensure timely and accurate bookkeeping, bank deposits, receivables/payables and tracking of grants.
- Manage annual audit including preparation and serving as the primary liaison with the auditor.
- Oversee payroll and benefits administration, including management of CJA's 403(b) plan and payroll service provider.
- Serve as the primary contact with banks and investment portfolio managers.
- Negotiate and monitor vendor contracts.
- Serve as staff liaison to the Board Treasurer and Audit Committee.
- Work with the Development & Outreach Director to create/prepare appropriate financial reports and projections for grants.
- Internal and external management and compliance reports.

Human Resources

- Responsible for all human resources functions including hiring practices, employee review policies and other human resource activities.
- Assure compliance with applicable human resources, employment and personnel laws and regulations.
- Maintain updated personnel and operations policies and procedures.
- Train and orient staff on personnel policies and procedures.
- Maintain personnel files.
- Regularly monitor employee benefits, including administration of retirement plan, as needed.
- Hire and supervise administrative staff.

Operations

- Responsible for all office and facilities management.
- Manage IT consultant and staff on all aspects of technology including hardware, software and phone systems.
- Maintain organizational records.

Risk Management

- Serve as primary liaison to legal counsel in addressing legal matters such as copyright, trademark, and governing instruments.
- Oversee organizational insurance policies.

Qualifications

- Commitment to human rights and the mission of CJA.
- Minimum of 4 years of progressively responsible and relevant experience in a non-profit or for-profit setting.
- Management degree (bachelor or masters) highly desirable.
- Strong software knowledge and proficiency in Excel, Word, QuickBooks.
- Strong communication skills -- both verbal and written.
- Superior supervisory and team leadership skills related to staff, volunteers and consultants.
- Excellent spreadsheet analysis skills.
- Written and oral English fluency required; proficiency in another language is a plus.

How to Apply

To apply, please submit a cover letter, resume and three professional references by e-mail to jobs@cja.org. Please put OFM in subject line of the e-mail. Applications will be accepted until the position is filled. No phone calls, please. Only applicants being considered will be contacted. Salary is commensurate with experience.

CJA is an equal opportunity employer committed to a diverse, multicultural work environment. People of color, women, people with disabilities, and people of diverse sexual orientations and gender identities are encouraged to apply.

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