



## Senior Manager Operations

**Job Title:** Senior Manager Operations  
**Classification:** Full-Time  
**Reports To:** Executive Director  
**Wage:** \$55,000

### Human Relations Role

- Team Life Cycle- recruiting, pre-screening, on boarding, training,
- Maintaining Policies and handbook
- Maintaining team member records in compliance with rules and regulations
- Process Payroll through ADP

### Finance Role

- Assist with Annual Audit
- A/P
- Finance Report creation and review

### Manager Role

- Support and develop team members
- Be a contributing member of the leadership team
- Attend and conduct Level 10 meetings

### **Qualifications:**

- Strong computer skills and experience with office management and communication software
- Ability to understand statistical data and mathematical concepts and how to apply them to HR processes
- Excellent leadership, training and developmental skills
- Strong decision-making skills
- Exceptional verbal and written communication skills
- Knowledge in labor laws set by governing authorities and organizations
- Ability to comprehend complex language, theories and methodologies
- Time management and organizational skills
- Experience in HR Role- education or on the job training
- Experience with Payroll, ADP preferred

- Experience and working knowledge with Quickbooks
- Be a nice person

*Benefits:*

- 15 days PTO
- 16 hours of community volunteering or school functions
- Benefits package
- Wellness activities
- 10 Holiday dates paid off
- Mileage compensation
- Community networking involvement

*Apply:*

- Send Resume to [TeamSupport@ConnectAbilityMN.org](mailto:TeamSupport@ConnectAbilityMN.org)