

Operations Manager

We are seeking an Operations Manager to oversee financial management, grants administration, and human resources for iBiology, Inc. Although this person will be focused on operations, they will have the opportunity to work with a creative team to help support innovative projects in science communication, such as online courses and seminars for PhD students and postdocs, documentary video series, and public facing projects about exciting scientific endeavors. Preferred start time is in the first half of May 2018.

iBiology (<http://www.ibiology.org>) is a 501(c)3 non-profit charity organization, located in San Francisco, California whose mission is to communicate science to a worldwide audience for free through digital media. The iBiology team is a small group (fewer than 10 employees) of scientists and media professionals who are passionate about science communication, outreach, and education. We are primarily funded by the National Institutes of Health and the National Science Foundation with additional support from several private foundations.

The major responsibilities of this position are as follows:

Financial Management and Grants Administration (65%):

- Ensure our policies and procedures for financial management and grant administration are compliant with NSF/NIH rules and regulations
- Manage project budgets and develop monthly reports to track actual and projected expenses
- Approve all expenses, expense reports, and invoices
- Reconcile books at the end of each month and prepare documentation for monthly grant draws
- Serve as the grants administrator contact for all funding including government grants
- Put together the annual indirect cost rate proposal
- Manage any audit that our organization undergoes
- Manage any subawards to iBiology
- Prepare end of year tax documentation

Human Resources (25%):

- Manage online payroll/401K platform and required employee communications
- Support implementation of employee benefits package and perform periodic reviews of employee benefits package
- Ensure full compliance with federal, state, local laws and/or regulations
- Implement all recruitment, hiring and onboarding processes
- Ensures payroll and time off documentation is timely and accurate including online timesheet entry
- Manage all contracts and related paperwork
- Oversee annual performance reviews

Office Management (10%):

- Update and maintain all policies and procedural practices for the organization including personnel policies, grants administration, and accounting and operations
- Track and file paperwork to maintain corporate filing and non-profit status
- Monitor, manage, and evaluate organizational insurance policies
- Ensure all paper and e-contracts related to employees, contractors, grants, equipment, etc. are filed in secure and easily retrievable fashion

- Provide general administrative support to the office

Experience

Required:

- 3-4 years of operations management experience
- Previous experience with government grant management and administration
- Financial management experience, particularly familiarity with bookkeeping software
- Excellent oral and written communication skills
- Proficient with relevant computer programs including Microsoft Word, Excel
- Excellent analytical ability and attention to detail
- Familiarity with electronic payroll systems
- Interest and/or support of science and science communication

To apply, please send a cover letter and resume to jobs@ibiology.org