

Operations Director Announcement
American Association of Woodturners
November 2011

ORGANIZATION SUMMARY:

The American Association of Woodturners (AAW) is the second largest guild in the United States with over 14,000 members in 72 countries. Headquartered in St. Paul, Minnesota, this nonprofit organization's mission is to provide education, information, and organization to those interested in turning wood. The AAW was founded in 1986 to serve the need for independent woodturners, located throughout the world, to come together, organize events, and become a resource for information and ideas.

Woodturning is a process of shaping wood using a lathe. The lathe spins wood on an axis while an artist uses hand tools to carve a form. Artists use lathes to create both functional and sculptural objects.

POSITION SUMMARY: Responsible for AAW's operational excellence. This internally focused position will include staff oversight and outcomes management for accounting, human resources, information systems, database management, membership, inventory and non-gallery sales.

DUTIES AND RESPONSIBILITIES:

Accounting

1. Management of financial transactions, reporting, analysis, and confidential information
 - a. Supervise accounting staff
 - b. Ensure proper internal controls exist for office transactions, internal operations, committee spending, symposium, exhibitions, and all external events.
 - c. Manage Paypal account and oversee credit card transactions and retention
 - d. Approve demonstrators and artists' payments
 - e. Working with accountant, present by the 20th of each month for review by Executive Director and board treasurer:
 - i. Bank Reconciliation(s)
 - ii. Balance sheet with a comparison to prior period
 - iii. Income statement with a variance comparison for month and YTD with approved budget
 - iv. Cash flow for next 4 months
 - v. Management Discussion and Analysis (MD&A) which explains budget variances and projects YE actual
 - vi. Distribute reports to AAW Finance Committee.
2. Preparation of payroll
 - a. Collect employee time sheets bi-weekly via e-mail.
 - b. Verify employee time off has been supervisor approved.
 - c. Collect employee expense sheets with attached receipts, verifying there is detail provided for all mileage requested and receipts for all expense reimbursements requests. All expense sheets need a supervisor's approval prior to submission.
 - d. Manage all report requirements with AAW payroll services firm.
 - e. Retain all payroll records in a locked file.
3. Preparation and monitoring of budgets

- a. In partnership with the executive director and accountant define assumptions to be board approved in preparing the annual budget. Utilize committee heads and staff to prepare the first draft of the budget, and make adjustments as needed to reconcile expenses to the most probable level of revenue.
 - b. Executive director submits the budget and line item assumptions to the board for approval.
 - c. Ensure processes are in place for variance tracking to budget, as required for each committee, program and grant/funding source.
4. Inventory Management and Sales
 - a. Work with an on-demand vendor to create and supply AAW merchandise
 - b. Determine economic order quantities, set prices, and ensure orders are shipped in the most efficient and cost effective mode
 - c. Approve all purchases prior to ordering. Purchases outside of budget require additional approval of the executive director.
 - d. Oversee annual inventory count
 - e. Discard obsolete inventory and initiate “just in time” inventory management
 - f. Consolidate inventory in attics and basement
5. Preparation of Annual Audit
 - a. Ensure work papers and requested documentation are executed
 - b. Request executive committee or board treasurer answer audit questions
 - c. Review audit and IRS 990 statement with the executive director for accuracy.
 - d. Forward to individuals serving as an audit committee
 - e. Ensure the MN Attorney General filing is board-approved before submission

Human Resource Management

1. Recruitment and Orientation of New Employees
 - a. Post job openings in publications and online for a minimum of two weeks.
 - b. Accept applications and resumes and forward to executive director.
 - c. Ensure references, work history, and academic achievements are checked.
 - d. Develop new employee personnel file, including all required documentation
 - e. Conduct new employee benefit orientation
 - f. Provide orientation to new staff about phone, computers, e-mail and e-records.
 - g. Ensure job descriptions are current and signed
 - h. Ensure position compensation is within the established range adopted based on the most recent MN Nonprofit Salary and Benefits Survey for the specific position and size of organization
2. Administration of Employee Benefits
 - a. Work with Executive Director to secure employee health insurance and a 403 (b) qualified retirement savings account
 - b. Ensure benefits are periodically bid for rate and coverage
 - c. Prepare a current annual description summary of employee benefits
 - d. Coordinate annual staff renewal and new employee sign-up
 - e. Process paperwork for benefits
 - f. Verify accuracy of benefits periodically.
 - g. Process on-the-job injury reports and workers’ compensation.
 - h. Ensure staff receive their annual W-2 forms before the end of January
3. Management of Employee Performance and Records

- a. Approve for the executive director's review, each supervised employee's annual performance plan, complete with measurable outcomes, a proposed calendar of activities, and defined board/committees' support
 - b. Maintain employee files in a locked file
 - c. Ensure offer letter and subsequent changes in compensation are signed and filed
 - d. Coordinate annual employee performance reviews.
 - e. Forward salary and status changes to contracted payroll services firm.
 - f. Maintain confidential staff records for legal and health issues.
4. Employee Termination
- a. Process resignation or termination notice.
 - b. Communicate with internal and external contacts as needed
 - c. Conduct exit interviews as requested.
 - d. Explain COBRA options to employee.
 - e. Process COBRA paperwork.
 - f. Provide information as requested for Minnesota unemployment benefits.
 - g. Collect all AAW owned equipment and materials.
5. Provision of General Services
- a. Apply personnel policies and procedures, as approved by the board of directors and directed by the executive director.
 - b. Propose policy amendments as needed. Retain a history of changes to the personnel policies and procedures
 - c. Provide assistance to staff on personnel policies and procedures.

Membership Support

1. Supervise Membership Program Director to ensure membership benefits are clearly communicated, competitively bid, and delivered in a fair, effective and efficient manner.
2. Develop with the Membership Program Director a plan to increase and diversify AAW membership.
3. Receive, review and distribute an annual membership plan and monthly tracking reports
4. Ensure large membership programs which involve significant committee/volunteer involvement are adequately budgeted and supported
5. Coordinate AAW Insurance Program as it currently exists and any proposed enhancements approved by the board of directors
6. Coordinate the AAW staff support of chapter and regional symposiums

Purchase of Services/Supplies

1. Obtain bids on all AAW purchases which exceed \$1,000 annual expense
2. Supervise purchase of budgeted supplies, equipment and services
3. Arrange for delivery and/or installation.

Information Technology Information Systems

1. Oversee information technology systems functioning
 - a. Maintain operation of phone and IT systems
 - b. Obtain service contract bids annually.
 - c. Receive and process requests for assistance to staff.
 - d. Trouble-shoot and/or contact external resources for service and upgrades
 - e. Prepare an annual budget for new and replacement needs
 - f. Ensure servers and individual work stations are protected from viruses and free of extraneous software

- g. Develop and retain maintenance and replacement records.
 - h. Purchase budgeted software/equipment and arrange for installation.
2. Maintain a secure record of all passwords for WEB, data base, banking, payroll, IT systems, photo catalog/storage, Paypal, etc. Ensure executive director has access to record.
 3. Ensure security of AAW database and internal systems.
 4. Maintain backup copies of all systems off site.

Management of Facilities

1. Prepare an annual capital improvement plan and budget and ensure plan is implemented in a cost effective and timely manner
2. Ensure office facility is adequately maintained to support AAW's ongoing activities
 - a. Maintain security systems
 - b. Arrange for annual deep cleaning
 - c. Receive requests for repair of equipment and arrange for repair/services.

Leadership

1. Provide staff leadership in the absence of the executive director
2. Provide operational support to the Journal in collaboration with the executive director.
3. Assign staff for the symposium and other priorities/special projects in collaboration with the executive director
4. Ensure an annual calendar of tasks is completed by each staff and committee
5. Develop systems/procedures to improve the effectiveness and efficiency of the AAW.
6. Serve as liaison to the following committees of the board of directors:
 - a. Insurance
 - b. Youth Programs
 - c. Video
 - d. Audit
 - e. Finance
 - f. EOG/ERF
 - g. Membership/Chapters

Other Duties and Responsibilities

1. Conduct duties in an unbiased manner in accordance with AAW's mission statement and values by which all volunteers and staff are treated equally regardless of race, gender, religion, age, physical and mental abilities and/or sexual orientation.
2. Develop and manage special projects given by the executive director.
3. Execute other duties as assigned.

Minimum Qualifications

Education: Bachelor's degree in business, administration, accounting, or related field.

Training and Experience: At least 5 years of business administration experience with specific experience in accounting, budget development, data base management, word processing systems, human resource management, computer systems, facilities management. Experience in the following software: Nonprofit Quickbooks and Microsoft Office suite.

Competencies

- Financial Acumen
- IT and Database Knowledgeable
- Seasoned Judgment
- Adaptability
- Mature Confidence

How to Apply

Please email a resume and letter of interest to Linda Tacke at LT@Leadershiptactics.com.
Position is open until filled. We will confirm receipt of all submissions via email.