



POSITION ANNOUNCEMENT Reno, NV

CHALLENGING AND REWARDING OPPORTUNITY TO MAKE A DIFFERENCE IN JUVENILE AND FAMILY COURT SYSTEMS

Financial Operations Manager Finance

Application Deadline: December 13, 2024

Salary Range: \$80,000 – \$100,000 per annum, DOE
FLSA Status: Exempt

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The National Council of Juvenile and Family Court Judges (NCJFCJ), a national non-profit organization, is seeking applications to fill the position of **Financial Operations Manager in Reno, NV**. This position will build on the NCJFCJ's exceptional 87-year record of improving courts and systems practice and raising awareness of the core issues that touch the lives of many of our nation's children and families. As a leader in continuing education opportunities, research, publication development, technical assistance, and policy development in the field of juvenile and family justice, the NCJFCJ is unique in providing practice-based resources to jurisdictions and communities nationwide. View NCJFCJ's current initiatives at: www.ncjfcj.org/about.

The mission of the NCJFCJ is to provide all judges, courts, and related agencies and practitioners involved with juvenile, family, and domestic violence cases with the knowledge and skills to improve the lives of the families and children who seek justice. The NCJFCJ values staff who are independent, creative, tenacious, resourceful, dependable, and passionate about their work. NCJFCJ staff work collaboratively in a team setting to achieve this mission.

This full-time Financial Operations Manager position is located in Reno, Nevada. With a population of over 235,000, Reno is the largest city in Northern Nevada. It is nestled on the eastern slope of the Sierra Nevada Mountains and provides unlimited indoor and outdoor recreational activities. Spectacular Lake Tahoe and the world's largest concentration of ski facilities are all within a fifty-mile radius. Biking, camping, fishing, and mountain climbing are all activities Reno residents and visitors enjoy. For more information please visit <https://www.washoecounty.us/>.

The **Financial Operations Manager** provides leadership and expertise in the development and monitoring of financial budgets and strategies and in the development and management of systems and practices that ensure compliance and consistent application of related policies and procedures. The Financial Operations Manager will develop and manage financial projects with a strong emphasis on utilizing computer technology. The Financial Operations Manager will be responsible for managing financial

and operational systems, processes, administration, procurement, and internal controls in support of the organizations' mission.

The successful applicant for the **Financial Operations Manager** position will provide and perform tasks including:

- Management/Procurement/Compliance
 - Lead and coordinate financial system upgrades
 - Prepare action plans and forecast
 - Assist with preparation for financial audits as required by organizational policies and governmental regulations
 - Oversee contracts and procurement process and ensure compliance with purchasing and contracting processes, procedures, regulations, and laws
 - Oversight of travel desk from a financial perspective in partnership with Membership Experience Coordinator
- State and Charitable Filings
- Operational Leadership
 - Provide operational fiscal leadership withing programs or departments to include grant-related accounting functions as needed
 - Accurately code all invoices, expenditures, etc., and prepare for processing
 - Process travel expense vouchers, generate conference approval forms, and post event reports

The key desirable and preferred requirements for this position include:

- Undergraduate degree from an accredited university in accounting, finance, or similar area of study; advances degree preferred
- At least 10 years of experience performing professional accounting work
- Experience with computerized accounting systems required
- Supervisory experience
- Equivalent combination of training, education, and experience in a relevant field
- Passion or preference for working in a non-profit or grant funded environment

For more information regarding the work experience, educational requirements and essential job functions, please refer to the **Financial Operations Manager** job description attached.

The successful applicant for this position must be able to travel to and relocate to Reno, Nevada. The NCJFCJ is not able to provide reimbursement for interview travel or relocation expenses.

The NCJFCJ's current benefit package includes medical/dental/vision/prescription coverage for full-time employees and their dependents. Life insurance, and retirement savings plan with employer match after one year of employment. Education stipend and strategic flexibility may also be available. If you are a dynamic and professional individual who appreciates demanding yet gratifying work, we invite you to submit your completed application materials.

FOR FULL CONSIDERATION, applicants must submit the following no later than December 13, 2024:

- Tailored Letter of Interest
- Résumé or CV

[**Click here to apply!**](#)

~ NCJFCJ is proud to be an Equal Opportunity Employer ~

