



## Job Title: Operations Manager

**Position Type/Classification:** Full-Time, Exempt

**Department:** Operations

**Work Modality:** In-person, onsite at the Kansas Leadership Center

**Hours:** Monday-Friday, 8am-5pm

**Reports to:** Chief Financial Officer

**Travel Requirements:** Periodic travel may be required for training or business purposes.

**Job Overview:** The Operations Manager plays a critical role by managing daily bookkeeping operations, accounts payable processes, and supporting the implementation of operational strategies. The role ensures financial accuracy, coordinates operational projects, and fosters efficiency across workflows. Responsibilities include accounting tasks, compliance management, project management and administrative support to drive organizational effectiveness and success.

**About the Kansas Leadership Center (KLC):** The Kansas Leadership Center is a progressive institution dedicated to fostering leadership for stronger, healthier, and more inclusive communities. As a hub for leadership development, KLC offers a range of educational resources, workshops, and publications designed to empower individuals and organizations to enact significant and sustainable change. Named a Best Place to Work by the *Wichita Business Journal* in 2024, we provide a collaborative, growth-oriented work environment where your contributions truly matter.

**Who we're looking for:** Are you a highly organized, detail-oriented professional with a knack for streamlining processes and keeping things running smoothly? KLC is seeking an operations manager who thrives in dynamic environments, excels at multitasking, and is passionate about making an impact through operational excellence. The ideal candidate is someone who embraces challenges with enthusiasm, has a basic understanding of accounting principles, and is eager to take on a role that blends financial management, project coordination, and administrative support. You're not just comfortable with numbers – you're proactive in improving workflows, maintaining compliance, and ensuring everything is aligned for success. You bring a positive, can-do attitude, strong time management skills, and the ability to adapt to changing priorities. Your proficiency with tools like Microsoft Excel and your willingness to learn new software and systems will set you apart. Prior bookkeeping experience is not required, but familiarity with finance or office administration is a plus. If you're looking for a position that allows you to leverage your organizational talents while contributing to a mission-driven organization, we'd love to hear from you!

### Key Responsibilities

#### 1. Financial Management

- Manage accounts payable (AP) processes, including bill pay and vendor inquiries.
- Ensure accurate financial coding and maintain precise records for all transactions.
- Prepare basic financial reports and reconciliations.
- Process payments for contractors and reimbursements for travel-related expenses.
- Collect and maintain vendor documentation, including W-9s and ACH information.
- Support internal and external audits by preparing necessary documentation.

## **2. Operational Efficiency**

- Coordinate and execute operational projects, ensuring processes run smoothly and efficiently.
- Support the development and implementation of operational strategies to improve efficiency, productivity, and quality of service.
- Ensure compliance with federal, state, and local regulations by managing required filings and documentation.
- Propose and implement process improvements to enhance productivity and service quality.
- Develop and maintain organized systems for tracking operational records.

## **3. Administrative & Event Support**

- Support operational projects by tracking project timelines and collaborating with team members to meet deliverables.
- Assist with planning and execution of projects, events, and special initiatives, including logistics, scheduling, room setups, and vendor coordination.
- Maintain office inventory, including supplies and breakroom refreshments.
- Perform other related and/or alternate duties as assigned, including assisting other departments.

## **Qualifications & Skills**

### **Required:**

- Bachelor's degree in accounting, finance, business administration, or a related field (or equivalent experience may be considered).
- One to three years of professional work experience. No prior bookkeeping experience required, however experience in office administration, finance, or accounting is a plus.
- Proficiency in Microsoft Excel (basic formulas, data entry, reporting) and other Office Suite products and project management tools.
- Strong attention to detail and demonstrated ability to maintain accurate records.
- Demonstrated time management and organizational skills, and ability to meet target goals and timelines.
- Demonstrated ability to adapt to changing priorities and manage multiple projects simultaneously.
- Demonstrated ability to work independently and as part of a team in a highly collaborative, team-oriented environment
- A professional and positive, customer service-oriented attitude

### **Preferred:**

- Familiarity with accounting software (e.g., Xero, QuickBooks).
- Experience in finance, office administration, or accounting.
- Strong written and verbal communication skills.
- A growth mindset and willingness to accept feedback.



### Physical Requirements

- Ability to focus for sustained periods.
- Ability to use computer and telephone.
- Ability to perform repetitive wrist/hand/finger movement.
- Ability to occasionally move objects up to 15 pounds.

### What We Offer

- A chance to contribute to a mission-driven organization at the forefront of leadership development with opportunities to make a significant impact in the community.
- Competitive salary and benefits, including health, dental, and vision insurance; disability and life insurance; retirement plans; flexible spending accounts; and paid time off.
- Professional development opportunities to support your growth and career advancement.
- A collaborative and supportive work environment where your contributions make a tangible impact.

### Application Process

Interested applicants should submit a cover letter, resume and at least two professional references to Wendy Pollman, HR Representative, at [hr@kansasleadershipcenter.org](mailto:hr@kansasleadershipcenter.org). Applications will be reviewed immediately and considered on a rolling basis until the position is filled. Priority will be given to applications received **by December 19, 2025**. For specific questions about salary and benefits please contact Wendy Pollman. The Kansas Leadership Center is proud to be an equal opportunity employer.