

Business Operations Associate



About Breakthrough Collaborative

Breakthrough Collaborative is a national leader in educational equity. The Breakthrough model provides college preparation support for students from under-resourced communities – starting in the critical middle school years – and prepares the next generation of diverse leaders with training to advance in the field of education.

With over 40 years of experience and a network of over 40,000 alumni, Breakthrough operates in 24 communities across the country and serves 10,000 students and 1,200 Teaching Fellows annually. To learn more about Breakthrough and our first-ever virtual Summer in response to COVID-19, please visit our [website](#).

Educational equity is central to Breakthrough's mission and equity is one of our organization's core values. We are committed to intentionally creating diverse communities and work to ensure that all identities – particularly Black, Indigenous, People of Color, and those that have been historically marginalized – are represented and supported. As a collective of community-based organizations, we strive to see the identities of the communities we serve reflected across all levels of the organization.

The Opportunity

Breakthrough is seeking a motivated Business Operations Associate who will work closely with leadership and staff across the organization to implement, manage, and evolve efficient business operations systems and workflows. In this new role, the Business Operations Associate will support critical business operations including accounting data entry, human resources administration, and virtual office management to maximize capacity across the National Office. This is an exciting opportunity to gain exposure and grow skills across a diverse set of areas. We are looking for a teammate who is detail-oriented and able to work both independently and collaboratively in a virtual space.

This is a full-time position that reports to the Managing Director of Business Operations (MDBO) and will work with Breakthrough's outsourced accounting team. The Business Operations Associate must be based in the San Francisco Bay Area. *(All staff members are currently working from home, but this position must be able to regularly report to our Bay Area offices post-COVID.)*

Responsibilities

Accounting

- Enter data for AP and AR into accounting systems, maintain accurate vendor records, and prepare weekly bank deposits
- Ensure all staff members complete timely and accurate expense coding, including appropriate documentation

- Coordinate with the development team to help reconcile financial and fundraising records
- Serves as the staff administrator for the board's finance and audit committees
- Partner with the MDBO and outsourced accounting team in maintain complete and accurate financial records and support the timely completion of various financial and tax filings
- In collaboration with affiliate colleagues and consultants, support the financial administration of Breakthrough's AmeriCorps grant(s)

Human Resources

- Ensure timely and accurate completion of employment paperwork and maintain electronic personnel files
- Schedule and ensure the completion of quarterly performance reviews for all staff members
- Prepare timely and accurate staff payroll and process AmeriCorps living stipends
- Support MDBO in administering benefits selections, enrollments, and updates
- Produce HR reports and compile metrics as requested
- Other administrative human resources tasks as needed

Other Administrative & Virtual Office Support

- Provide administrative support to members of the National Office
- Monitor organizational inboxes, route messages accordingly, and process outgoing mail
- In collaboration with other members of the National Office, support logistics for various events (both virtual and in-person)
- Support the MDBO in preparing, sending, and tracking the completion of agreements and contracts
- Ensure that Breakthrough is appropriately registered and in good standing with all jurisdictions in which it operates (e.g. employer tax registrations, annual report filing, etc.)
- Along with the MDBO and tech team, provide day-to-day support on tech platforms and tools
- Help develop, document, follow, and evolve standard operating procedures for office operations
- Cross-train with other members of the team to ensure robust coverage of responsibilities
- Other tasks and projects as needed to support smooth virtual office operations

Learning, Collaboration & Leadership

- Grow and nurture relationships with internal and external stakeholders at all levels of the organization
- Engage in learning and community experiences and present at Breakthrough meetings, trainings, and conferences (virtually and in-person)

Qualifications

Members of our team bring relevant experience, knowledge, and skills, as well as a commitment to our shared values and norms. While no one individual will possess all of the desired qualifications, and we are willing to provide on-the-job training, we are looking for a candidate who possesses the appropriate and necessary blend of the following:

Educational & Work Experience

- Bachelor's degree required

- Minimum of 2 years of business operations, administrative, and/or office management experience
- Experience working as a member of a remote and geographically dispersed team

Skills

- Experience using office operations platforms including but not limited to Bill.com, Expensify, Sage Intacct, Google suite, Zoom, Box.com, Namely and/or other HRIS/HCM platforms, Asana or other project management platforms
- Exceptional attention to detail and ability to navigate complicated systems and processes
- Strong customer service orientation and ability to exercise a high degree of diplomacy, discretion, and problem-solving skills
- Enthusiasm and willingness to learn about all areas of Breakthrough
- Ability to travel locally and nationally several times each year (*business travel is slowly resuming, pending public health considerations*)

Values

- Deep commitment to educational equity and Breakthrough's mission
- Commitment to building community and growing relationships virtually as a member of a remote team
- Eagerness to learn and grow with the organization

Our Team

The Business Operations Associate is a member of Breakthrough's National (headquarters) team of approximately 20 people. The National Office supports the work of Breakthrough's affiliates and works in service of our mission. The National Office provides leadership, resources, and support in the core areas of program development, standards, evaluation, affiliate capacity building, professional development, brand management, and fundraising.

The National Office is located in the Bay Area, California. Our team has been largely remote for several years and staff are located throughout the continental U.S. Our team convenes in-person several times per year. (*Business travel is slowly resuming, pending public health considerations.*)

Compensation & Benefits

The salary range for this position is commensurate with experience and expertise. We offer competitive health benefits, a 401k retirement contribution, and a generous paid time-off policy. Most importantly, we offer the opportunity to work with and learn from an amazing group of mission-driven professionals!

To Apply

Please submit a thoughtful cover letter and resume that outlines how your skills and experiences meet the qualifications of the position through this URL: <https://breakthrough.tfaforms.net/306513>.

Applications will be reviewed on a rolling basis, with preference given to candidates submitting applications by **Friday, July 30, 2021**. The hiring process typically takes four to six weeks. We hope to begin the onboarding process for our new colleague in September.