



*Advocacy & Benefits Counseling for Health, Inc.  
Serving Wisconsin Families Since 1994*

<i>Position</i>	<b>Operations Manager (Madison, WI)</b>
<i>Hours</i>	Full time, Salary (37.5 hours in the work week.) Part-time or hourly (Approx. 20 hours/week) will be considered for the right candidate Supervisor: Chief Operating Officer
<i>Pay</i>	Dependent on Experience (\$30-\$40/hour equivalent)

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**Position Summary:**

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ABC for Health, Inc. seeks a motivated, hard-working, independent, & experienced Operations Manager with proven non-profit financial, human resource, technology, and information management experience. An Operations Manager will support our growing office and subsidiary organizations. The position will help coordinate agency administration and operations, including organizational bookkeeping, processing revenue and invoices, payroll and fringe benefits administration, grants management, and coordinating with contracted vendors (including IT and bookkeeping consultants).

ABC for Health is a public interest law firm that promotes health equity and social justice. ABC focuses on access to health care coverage and services for Wisconsin people negatively affected by health disparities.

This is an exciting and fast-paced position. An individual in this position will have the opportunity to work with a team that supports real and immediate change and social justice issues that positively affect and improve the lives of disparity populations and communities.

This is a full-time, salary position – full time is a 37.5 hour work week, with excellent fringe benefits and vacation leave policies. A part-time, hourly position of approximately 20 hour/week with the ability to expand could be considered for the right candidate with accounting skills or interest in developing these skills. Advancement to the firm management team is also an option for the right candidate. Rate of pay and duties may be adjusted if candidate has a master's degree in accounting or CPA certification. Some remote or off-site work is a possibility and we maintain a flexible and collegial office environment staffed with other dedicated professionals.

This position works closely with the Executive Director, Chief Operating Officer, and a consultant CPA.

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**Primary Duties:**

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**Office Management:** Manage office-wide systems, office equipment and supplies, serve as agency liaison with select contractors and vendors, and other duties.

**Bookkeeping:** Managing organizational bookkeeping using QuickBooks accounting software; processing accounts receivable and accounts payable; processing bank deposits; developing and maintaining systems for cost allocations and grants management; generating periodic program financial reports for directors; helping develop the annual organizational budget;



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assisting the contract accountant with their development of quarterly financial reports and annual tax forms; and scheduling/overseeing the annual financial audit.

Human Resources: Manage employee paperwork, submit 2x/month payroll, assist with onboarding new staff, and maintain office time and benefits tracking systems.

Technology and Information Management: ABC for Health works with an IT consultant for major IT infrastructure issues. However, we seek candidates with networking, technology development, or other IT understanding and backgrounds.

### **Qualifications & Skills:**

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- Understanding and empathy for underserved families affected by health disparities and a commitment to social justice
- Bachelor's degree (or commensurate experience) in accounting, finance, economics, or similar subject
- At least 2 years QuickBooks bookkeeping or finance experience
- Positive "can do" attitude
- Office management experience with supervisory skills preferred
- Experience and proficiency in Microsoft Office products, especially Excel
- Exceptional organizational skills, accuracy, attention to detail, communicating, and meeting or exceeding deadlines
- Proven ability to work independently and efficiently on multiple projects.
- Ability to interact effectively and professionally with partners, volunteers, members, Board of Directors, staff, and the general public
- Experience using, learning, troubleshooting, and helping others with office technology

### **To Apply:**

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Please send cover letter, resume, and 2 professional references to:

Attn: Brynne McBride, COO ABC for Health

[bmcbride@safetyweb.org](mailto:bmcbride@safetyweb.org)

With "Operations Manager" in the subject line.

Applications will be accepted until the position is filled.