



SIMONS LAUFER
MATHEMATICAL
SCIENCES INSTITUTE

17 GAUSS WAY BERKELEY CA 94720

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Position: Finance and Operations Manager

Reports to: Director of Finance and Accounting, in close collaboration with the Director

Location: 17 Gauss Way
Berkeley, CA 94720-5070

Position Overview

The Finance and Operations Manager handles a broad range of day-to-day administrative, financial, and operational duties. This is a key position that ensures the smooth and compliant functioning of the organization. This role oversees several functions, including facilities, immigration, and overall administration. This position requires regular on-site attendance in our beautiful Berkeley hills office with panoramic views of the San Francisco Bay Area.

This position is ideal for an experienced professional seeking a new opportunity to leverage their strengths in organization, project management with a keen eye for details, and overall business management and operational administration. The ideal candidate is detail-oriented, proactive, and strategic. This role partners closely with the Directorate and senior staff while also leading a team of dedicated staff. This position requires regular on-site attendance in our beautiful Berkeley hills office with panoramic views of the San Francisco Bay Area.

Essential Duties and Responsibilities

Administrative Management

- Business Administration and Management: Maintain all required business licenses, insurance, and tax documents, including business license, tax exemption status, System for Award Management (SAM) registration, and status with other regulatory bodies. Maintain state charitable registrations. Research, manage, and ensure appropriate commercial business insurance coverage and limits for all lines of insurance; work with brokers to maintain, revise, and/or add appropriate insurance, including D&O, general liability, umbrella policies, difference in conditions (earth movement), fire, crime, fidelity, fine arts, workers comp, and the like.
- Risk Management: Identify organizational risk, maintain the SLMath Risk Matrix, and advise the Directorate on risk mitigation.
- Compliance: Responsible for researching, interpreting, and ensuring compliance with all applicable laws and regulations, including those related to employment practices, nonprofit law, regulatory standards, health and safety codes, and the like.
- Legal: Manage relationships with SLMath's team of attorneys (Employment Law, Nonprofit Law, Trademark, Real Estate, ERISA, and Title IX), and consult with them as needed.

- Procurement: Manage the entire procurement process: authorize purchases, create purchase orders; author and post RFPs, review proposals, lead and participate in the selection process, and negotiate terms.
- Contracts: Review, negotiate, and revise all contracts to ensure they are beneficial to the organization; serve as the signatory of 98% of all contracts (within the position's spending authority); write new contracts and memorandum of understandings (MOUs) as needed.
- Vendor Management: As appropriate, review and maintain a repository of all suppliers, contractors, and service providers to ensure all contracts are organized and enforced, ensuring SLMath receives complete ROI.
- Project Management: As requested by the Directorate, serve as project manager for cross-functional and/or substantial organizational projects

Finance

- Serve as the primary backup for the Director of Finance and Accounting on all key processes
- Monitor, protect, and improve the organization's finances
- Manage the bi-monthly payroll process, including retirement contributions and overall retirement plan administration
- Assists in the preparation of detailed financial statements and budgets, including multi-year budgets along with financial and budget analysis, as needed
- Coach and mentor the Staff Accountant
- Review and sign off on bank reconciliations and journal entries, as well as approve governmental grant payments.
- Support the NSF cash-draw process
- Serve as the project manager for the audit
- Be a primary check signer and reviewer

Immigration

- Oversee and manage immigration matters for visiting scholars in partnership with the International Scholar Advisor
- With support from the International Scholar Advisor, advise on immigration matters and manage SEVIS
- As needed, coordinate with legal on immigration matters

Facilities

- In collaboration with the Facilities Coordinator, oversee and manage the physical building and ensure it is properly maintained
- Create and manage the process for the smooth operations of the physical building, including the opening, closing, and risk management of the property
- Serve as the primary closer for the building

Leadership and Management

- Serve as a member of the senior management team
- Provide thought partnership to the Directorate on a variety of cross-functional matters, offering data-driven and practical recommendations or solutions to complex matters
- Supervise and inspire a team of 1-3 staff members
- In partnership with the Director, drive and lead the staff and senior staff meetings

- Create and drive culture and celebration initiatives, including birthday and/or work anniversary celebrations, staff gatherings/outings, and holiday parties
- Cross-train staff on essential elements of this role to ensure continuity
- Provide coaching, feedback, and general management support to staff

Other duties as assigned.

Job Requirements

This role requires a strong emphasis on teamwork, leadership, interpersonal skills, and excellent communication. Demonstrate strong management and financial knowledge. Strong organization skills and the ability to multitask are also key competencies. In addition, they must possess a positive and productive disposition when interacting with all members of the SLMath community (staff, members, and participants) and demonstrate a proactive and thoughtful approach in responding to members' needs as they arise. This position requires availability to work on some evenings and weekends during special events and Board meetings.

Qualifications

- Bachelor's degree or equivalent experience; MBA or advanced business degree or certificate preferred, but not required; CPA strongly preferred
- Minimum of 5 years of nonprofit management experience; experience with academic environments strongly desirable
- Prior experience serving as the operational leader of a CA nonprofit organization is required
- Professional risk management experience
- Positive, can-do attitude who is comfortable working independently and as a part of a team with a propensity for strategic action and follow through
- People management and immigration management experience is ideal
- Proficient at multitasking, problem solving, meeting deadlines, organizing, attending to detail, and delegating appropriately
- Advanced computer and typing skills, including proficiency in using software like Zoom, Microsoft Office suite, Google Workplace, Adobe Acrobat, DocuSign, and other desktop publishing applications
- Excellent verbal and written communication skills
- Foreign language(s) capabilities are desirable, but not required

About SLMath

The Simons Mathematical Sciences Institute (SLMath) is an internationally renowned mathematics institute that was founded in 1982 as an independent non-profit corporation located on the campus of the University of California at Berkeley. Its fundamental purpose is to further research in the mathematical sciences through major programs of a semester, through workshops and through post-doctoral training. The Institute hosts an average of 80 researchers in residence at any given time and overall serves 3,000 participants annually. SLMath also engages in outreach to other sciences, to the public, and to various efforts in education, and it is active in encouraging diversity in the research population.

Position Details

- Pay range: \$115,000 to \$130,000
- Status: Exempt, 40 hours per week
- Benefits: SLMath offers a competitive and robust benefits package, including full health benefits (group health, dental, and vision plans), a retirement plan, and generous time-off.

- Vacation: accrue up to 120 hours (15 days) in the first year
- Sick: accrue up to 96 hours (12 days) per year
- Holidays: SLMath observes 18 holidays, and is closed for a winter break between Christmas and New Year's.
- Medical coverage: SLMath currently offers 95% employer-paid medical insurance benefits to eligible employees and their spouse, registered domestic partner, and/or dependents. Subject to change in 2027 and beyond.
- Dental and vision coverage: SLMath currently offers 100% employer-paid dental and vision insurance benefits to eligible employees.
- Location: On-site position (not remote) at Berkeley office. This position may have the possibility to work remotely up to one day per week, dependent on organizational needs.

Applying for this position

Please apply by submitting the following items in MS Word or PDF file format, addressed to lsuliga@slmath.org.

- A compelling one-page cover letter outlining your qualifications for this position
- Resume