



Job Title: Finance & Operations Manager

Reports to: President

Location: Nashville, TN

FTE Status: Full Time, 40 hours, generally 8:00am–5:00pm

Compensation: \$69,000–\$86,000 depending on experience; paid time off; health benefits; 401(k)

COMPANY SUMMARY

Junior Achievement: Empowering young people to own their economic success®

At Junior Achievement of Middle Tennessee (JAMT), we give young people the knowledge and skills they need to own their economic success, plan for their future, and make smart academic and economic choices. Our corporate and community volunteers deliver relevant, hands-on experiences that equip students from kindergarten through high school with financial literacy, work readiness, and entrepreneurship skills. JA programs empower students to build financial capability, explore career paths, and develop an entrepreneurial mindset as they become the leaders of tomorrow.

We are dedicated to providing a positive, enriching learning experience free of bias that promotes greater economic opportunity and equity. Junior Achievement welcomes K–12 students, volunteers, educators, staff, and partners regardless of race, religion, age, gender, national origin, disability, sexual orientation, or any other legally protected characteristic.

Junior Achievement associates are known for their passion for the JA mission, which brings together business and education to empower students. Members of the JA team interact with community leaders who support JA with their time, talent, and treasure. Junior Achievement of Middle Tennessee offers a collaborative, inclusive work environment and the opportunity to impact the lives of young people in our community.

A career at JAMT is about more than our mission and programs. Here you'll find opportunities to learn and grow into new skills and responsibilities. You'll find teammates who quickly become friends, mentors who care about your development, and the flexibility and support to live your life fully—whether that means investing in your family, your education, your hobbies, or your wellbeing.

Join JAMT, and join us in a career that matters!

POSITION CONCEPT

The Finance & Operations Manager is responsible for overseeing the financial, operational, and administrative functions of Junior Achievement of Middle Tennessee (JAMT). This position reports directly to the President. Responsibilities include general ledger transactions; month-end and year-end reconciliation and close; accounting for grants under US GAAP; benefits accounting; office administration; information technology oversight; facility management; and support for the President and Development Team.

This role requires cultivating strong internal and external relationships to advance operational objectives and organizational strategy. The Finance & Operations Manager works within a high-functioning, goal-driven team in a positive, collaborative environment. This is a full-time, site-based position.

PRIMARY RESPONSIBILITIES

Financial Management

- Perform monthly, quarterly, and year-end close procedures, including preparation of journal entries and general ledger maintenance.
- Prepare timely financial reporting for JAMT Board members, senior management, and regulatory bodies, including JAUSA annual requirements.
- Prepare and schedule documentation for annual audits and serve as liaison with external auditors.
- Manage and reconcile accounts receivable and all credit card accounts. Process receipts, collaborate with the data specialist to maintain records, and follow up on delinquent payments or vendor requests.
- Monitor grant and contract expenditures to ensure compliance with nonprofit funding requirements under US GAAP for restricted funds.
- Oversee cash management and banking relationships.
- Develop and monitor annual budgets and forecasts that support strategic plans.
- Manage the JAMT Finance Committee of the Board of Directors.

Risk Management

- Oversee the JA USA Risk Management process, identifying and mitigating risks in collaboration with the JA Finance Committee and JAMT teams.
- Maintain JAMT's legal status with appropriate state agencies.
- Maintain appropriate insurance policies, procedures, and internal controls.
- Assist with contract negotiations and ensure contracts are executed as needed.

Information Technology, Data Operations, and Facilities Management

- Oversee IT functions in partnership with an external IT consultant.
- Oversee the maintenance, use, and regulatory compliance of JAMT facilities, supported by the Operations Specialist.
- Create and implement a long-term asset management strategy and ensure appropriate insurance coverage.

Human Resources

- In partnership with the President, ensure JAMT complies with applicable laws and regulations.
- Oversee HR operations by coordinating with external service providers and internal staff on compensation philosophy, payroll, benefits administration, and workers' compensation insurance.

QUALIFICATIONS & SKILLS

Required Qualifications

- Bachelor's degree in accounting, finance, or a related field.
- Minimum of two (2) years of experience in finance or accounting, with knowledge of US GAAP.
- Demonstrated accounting knowledge and a team-focused mindset.
- Experience managing compensation and benefit programs and outsourced IT services.
- Comprehensive knowledge of Microsoft systems, including Excel, Word, and Outlook.
- Eagerness to learn new software applications.
- Strong oral and written communication skills.
- Ability to manage diverse projects simultaneously in a fast-paced, team-oriented environment and meet deadlines.
- Ability to collaborate with cross-functional teams.
- Strong organizational and project management skills.
- Flexibility and responsiveness, with the ability to shift priorities as needed.
- Self-starter with the ability to take initiative and develop effective solutions.
- Desire to grow in the position and assume additional responsibilities.
- Proactive thought leadership related to job functions and efficiencies.

QUALIFICATIONS & SKILLS (cont.)

Preferred Qualifications

- Previous experience working in a nonprofit organization.
- Mastery of US GAAP (nonprofit accounting preferred).
- Experience with Sage Intacct.

EEO POLICY

JA of Middle Tennessee's success depends on our ability to create a diverse, equitable, and inclusive environment. We are committed to attracting, developing, retaining, and promoting a diverse workforce and infusing DE&I throughout our internal practices. Every JA USA employee brings unique talents to our work. We encourage people from underrepresented backgrounds and all walks of life to apply.

BACKGROUND CHECK

This position is subject to the successful completion of a background check and verification of educational credentials listed on the applicant's résumé.

ADDITIONAL INFORMATION

This position description does not state or imply that these are the only duties to be performed by the employee. This document does not create an employment contract, implied or otherwise, beyond an at-will relationship.

HOW TO APPLY

To apply, please send your résumé and cover letter—including a paragraph about why you are interested in this job, your salary goals, and the unique skills you bring—to JAMT_hr@janash.com. Incomplete applications will not be considered.