



SR. OPERATIONS COORDINATOR

School-to-School International (STS) is a nonprofit organization based in Pacifica, California, committed to improving the lives and learning of children worldwide through thoughtful research, practice, and partnerships. For two decades, we have partnered with individuals, government ministries, NGOs, private foundations, and research institutions to improve the quality of children's learning. We have worked in more than 40 countries across the globe, aiding in research and evaluation, curriculum and training, policy and planning, and integrated approaches to education.

Role: The Sr. Operations Coordinator is a key role within the operations team, supporting the organizational, payroll, and financial functions of STS. This position has responsibility for ensuring efficient and cost-effective operations, processing payroll, and supporting daily financial tasks, month- and year-end financial close, and annual audit. In addition, the position supports the implementation of and adherence to organizational and funder policies and procedures.

Responsibilities

Support operations functions including:

- Manage timekeeping and expense reporting systems
- Maintain department filing system
- Manage staff requests and issues regarding the work environment and materials
- Manage operations vendors
- Purchase office supplies, equipment, and software; maintain inventory and software tracker
- Support onboarding and exiting of employees; orient staff to operational procedures
- Prepare President's and Executive Director's expense reports
- Support the Board of Director's finance committee, including document retention, production of agenda and materials, and preparing notes for quarterly meetings
- Assist with completing pre-award due diligence documentation
- Cross-train with other department staff as required

Support payroll and financial functions including:

- Process payroll and employee expense reimbursements accurately and timely
- Set up state employment tax accounts
- Manage 401(k) contribution tracking and funding
- Respond to employee inquiries and requests regarding payroll
- Support daily cash flow management
- Process and prepare payables and project invoices, ensuring compliance with organizational and funder policies, procedures, and requirements

- Prepare monthly labor allocations reports
- Prepare monthly bank reconciliation reports
- Support financial close and annual audit

Other related duties as assigned by supervisor.

Qualifications

- Bachelor's degree in business administration, accounting, finance, or another related field required
- Minimum of five years of relevant work experience required
- Proficiency in MS Office (Word, Excel, PowerPoint, Outlook) required
- Payroll software experience required
- Accounting software experience required; QuickBooks experience preferred
- Comfortability with technology and troubleshooting issues
- Ability to learn organizational policies and procedures
- Ability to become versed in applicable funder rules and regulations, particularly the Federal Acquisition Regulation (FAR), USAID Acquisition Regulation (AIDAR), federal cost principles, and 2 CFR 200 Uniform Guidance
- Proven organizational skills, meticulous attention to detail, and a quick learner
- Professional proficiency in written and spoken English
- Demonstrated initiative, versatility, integrity, and interpersonal skills
- Willingness to travel as needed within the U.S. and abroad up to 10% time
- Experience with international development or working in low-income countries is a plus
- US work authorization is required; STS is not able to sponsor employment visas
- Full vaccination against COVID-19

Supervision and Oversight: This position reports to the Sr. Operations Manager

Location: This position is based in the San Francisco Bay Area and will be required to work several days a week from STS's office in Pacifica, CA.

Salary: \$65,000- \$75,000/year

Benefits: School-to-School International offers excellent benefits, including health, dental, vision, disability, and life insurance, generous time off, employee assistance program, mobile phone reimbursement, flexible work schedule, and 401K match. Non-monetary benefits include a unique opportunity to be part of a growing, mission-driven organization that is working to promote education as a human right.

Please submit a resume/CV and cover letter describing your interest and qualifications to info@sts-international.org with the subject line "Sr. Operations Coordinator." Applications will be reviewed on a rolling basis.

School-to-School International is an equal employment opportunities (EEO) employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national

origin, age, disability status, protected veteran status, gender identity, sexual orientation or any other characteristic protected by applicable law.