

## **Job Description: KCC Operations Director**

The KCC Operations Director position manages and supports operations of the Kensington Community Council (KCC). The position is a part-time, 15 hours per week position, with flexible hours, and a hybrid schedule mostly remote yet requiring occasional in-person meetings in Kensington.

### **About Kensington Community Council (KCC)**

KCC serves Kensington residents across all stages of life, offering programs, activities, and events that foster connection, learning, recreation, and belonging, from childhood through older adulthood. KCC acts to create opportunities for learning, recreation, civic engagement, and personal growth across every stage of life.

Current KCC programs include: Afterschool Programs (educational and recreational); Summer Camp; Adult Programs and Classes; Community Building Events (Parade, Picnic, and Movie Night); The Outlook - the free Kensington community newspaper.

### **Skills**

#### Qualifications & Experience:

- Proven experience in accounting, bookkeeping, or financial administration; proficiency in QuickBooks is required.
- Experience with development and analysis of financial statements (e.g., Income Statements, Balance Sheets)
- Familiarity with managing accounts receivable/payable, processing payroll, and drafting budgets.
- Prior experience in non-profit operations, office management, or program coordination.
- Proficiency with Google Workspace (G Suite), Square, and basic website content management.
- Experience in marketing, communications, or fundraising is highly desirable.
- Previous experience working with community organizations, school districts, or local government entities is a strong plus.

#### Key Competencies:

- Organization & Time Management: Exceptional ability to prioritize multiple administrative, financial, and operational tasks efficiently within a part-time schedule.
- Autonomy & Initiative: Highly self-directed and proactive; capable of working effectively in a remote environment while identifying office efficiencies and system improvements.
- Communication & Relationship Building: Strong written and verbal communication skills for liaising effectively with diverse stakeholders, including board members, vendors, school officials, and community members.
- Attention to Detail: Meticulous accuracy in financial reporting, invoicing, data management, and compliance tracking.
- Adaptability: Flexible and collaborative mindset, willing to shift gears to support ad hoc Board requests, community events, and program logistics.

#### Physical Requirements:

- Ability to occasionally lift, carry, and maneuver boxes of office supplies, event materials, or light equipment (up to 25 lbs).
- Ability to travel locally within Kensington for occasional in-person KCC Board and other meetings, community events, and building maintenance walk-throughs.

### **Responsibilities**

#### Financial Management

- Maintain and enhance Accounts Receivable/Payable system, using existing Quickbooks platform
- Responsible for payroll, paying bills, and ensuring all paperwork is up to date for all contractors and employees
- Prepare quarterly financial reports, using Quickbooks
- Review and reconcile monthly account statements (e.g., Bank, Credit Card, Square) to Quickbooks accounts
- In coordination with Board Treasurer, oversee KCC's bank relationships and accounts
- Draft annual budget in collaboration with Board Treasurer
- Initiate annual tax filing and review
- Evaluate, recommend and secure insurance providers
- Generate ad hoc reports as requested by Board

#### Operations and Systems

- Manage KCC's annual calendar of programs & events, in coordination with outside entities

- Liaise with District, Police, Hilltop School, PTA, Other After School Programs, Girl & Boy Scouts, Auxiliary club, Library, Arlington Community Church, District and other “K- groups”.
- In collaboration with the Board and with assistance from other KCC staff members, manage KCC’s Marketing & Communications strategy,
- Attend monthly Board meeting and serve as main point of contact for KCC Board; direct inquiries and mail to board
- Prepare and submit monthly reporting required by Kensington Community Services District (KCSD)
- Seek office efficiencies; update and maintain website, maintain G suite account

#### KCC Program Support

- Manage The Outlook revenue for a portfolio of existing and prospective advertising clients, including invoicing and payment processing; maintenance of active prospect list; liaising with editor, printer and USPS
- Initiate and deliver KCC’s annual fund drive, with support from Program & Media Coordinator

#### Building maintenance

- Communicate with KCSD on scheduling, identifying and shepherding needed repairs and maintenance; hire and maintain custodial service provider
- Coordinate with safety providers for annual reviews (e.g., fire extinguishers, smoke detectors, defibrillators)
- Order needed supplies for KCC programs (e.g., office supplies, equipment)

#### **Compensation**

This position pays \$45-55 per hour, 15 hours per week. Payment is made monthly. This position does not provide any benefits (e.g., medical, health or retirement).

