



Job Title: Finance and Operations Manager (Exempt, Full-Time)

Reports To: Executive Director

Location: Oakland

Schedule: Monday - Friday, 9:00 AM - 5:00 PM (In-Person)

About Tech Exchange: Tech Exchange is a nonprofit organization committed to advancing digital equity by refurbishing and distributing technology, offering digital skills training, and supporting broadband adoption in underserved communities. Through our ITAD (IT Asset Disposition) social enterprise, we repurpose donated technology to fund our mission-driven programs while reducing e-waste.

About The Role

The Tech Exchange Finance and Operations Manager reports directly to the Executive Director and plays a critical role in managing the organization's finances and day-to-day operations. This position ensures the effective management of monthly cash flows, expense tracking, invoicing, and timely bill payments. The Finance and Operations Manager will ensure compliance with IRS regulations and other government agencies, process employee reimbursements, and oversee expenses such as rent, insurance, and general overhead. Regular financial analysis and reporting will be conducted to identify cost savings and ensure sustainable growth.

Essential Functions

- Develop and distribute monthly financial analysis reports in collaboration with the Executive Director and finance consultants. Ensure reports reflect accurate expenses and revenue, making corrections as necessary.
- Maintain and manage the organization's financial records, budgets, and supporting documentation to ensure accuracy and compliance.
- Lead the preparation of monthly cash flow reports and budget updates. Ensure grants and contracts remain current on payments.
- Manage budget planning and tracking processes, including developing the annual budget, producing budget vs. actual reports, and advising the Executive Director and leadership team.
- Oversee Accounts Receivable, issuing monthly and quarterly invoices for services rendered in coordination with program, development, and partnership teams. Ensure all invoices are collected promptly.

Online

www.techexchange.org

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@techxorg



In Person

Tech Exchange

2530 International Blvd.

Oakland, CA 94601

EIN: 92-2199377

Call or Text

510-866-2260



- Manage Accounts Payable, ensuring all bills, including rent, utilities, and insurance, are paid accurately and on time. Negotiate with service providers to secure cost-effective services.
- Oversee employee reimbursements and expense tracking, ensuring timely processing and reporting.
- Ensure the organization remains compliant with IRS filings and all government regulations. Assist in the preparation and review of documents for audits or financial reviews.
- Oversee cash and check deposits from Tech Hub and other sources, ensuring timely and accurate processing.
- Analyze expenses regularly, identifying opportunities for cost savings and enhancing financial efficiency. Provide strategic advice to strengthen organizational finances.
- Collaborate with the Executive Director on the development of the organization's strategic financial plans to support long-term growth and sustainability.
- Support payroll processing in coordination with finance consultants.
- Perform other duties as assigned.

Equal Employment Opportunity at Tech Exchange

Tech Exchange is committed to creating a diverse and inclusive environment and is proud to be an equal-opportunity employer. All qualified applicants will receive consideration without regard to race, color, religion, gender, identity, national origin, disability, or veteran status.

Application Information

To apply, please submit your professional resume and a cover letter that conveys your interest and alignment with the position to (url removed). After a preliminary screening, candidates will be asked to provide a sample of a successful grant application and/or other materials to demonstrate their expertise.

Required Qualifications:

- 1-2 years of accounting/bookkeeping experience, preferably with a nonprofit or small business.
- Bachelor's degree in accounting, finance, or related field preferred.
- Experience developing budgets, profit/loss reports, and financial statements.
- Proficiency in QuickBooks or similar accounting software.
- Experience managing accounts payable and receivable processes.
- Strong analytical skills with the ability to produce financial reports and track expenses.
- Proficiency in Excel, Google Workspace, and MS Office.
- Exceptional attention to detail and time management skills.
- Ability to manage multiple projects in a fast-paced environment.
- Strong verbal and written communication skills.

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- Proven ability to problem-solve and prioritize in dynamic settings.
- Authorized to work in the U.S.
- Ability to pass a criminal background check and tuberculosis test.
- Must reside in the SF-Oakland Bay Area

Preferred Qualifications

- Experience supporting HR, legal, and administrative functions.
- Familiarity with Salesforce or similar CRMs.
- Experience in a nonprofit social enterprise.
- Demonstrated ability to execute projects and meet deadlines.
- Strong track record of contributing to strategic planning and financial sustainability efforts.

Benefits:

- Competitive salary and benefits package.
- Opportunity to make a tangible impact on underserved communities.
- Professional development and growth within a mission-driven organization.

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