



OPERATIONS AND FINANCE MANAGER

Part Time California Nonprofit Operations Finance and HR Compliance

Organization	Power House Sober Living	Schedule	Part-time, approximately 20 hours per week
Compensation	\$32-\$42 per hour, non-exempt. Based on an anticipated schedule of 20–24 hours per week, this equates to approximately \$33,280–\$52,416 annually, depending on the final hourly rate and weekly schedule.	Location	Hybrid, with regular on-site work in Inglewood, California
Reports to	Managing Director	Application deadline	October 23, 2026
Benefits	Prorated PTO, sick time, professional development, and work-related support	Anticipated start	November 2026

About Power House Sober Living

Founded in 2018, Power House Sober Living is a faith-based 501(c)(3) nonprofit providing men in recovery with safe, drug- and alcohol-free housing and a nurturing sober community. Since its founding, Power House has served 49 men on their journeys toward sobriety, stability, and independence.

Power House has grown from a three-bedroom apartment into a permanent multi-unit property with two recovery-supportive homes serving up to 10 men at a time. At this pivotal stage, the organization is strengthening the people, systems, controls, and infrastructure needed to sustain its work and grow responsibly.

The Opportunity

Power House is seeking an experienced California nonprofit operations and finance professional to own the systems that keep the organization financially sound, compliant, organized, and prepared for growth.

This hands-on management role is designed for an experienced nonprofit professional seeking meaningful part-time work with substantial ownership. The successful candidate will assess the current environment, identify risks and gaps, set practical priorities, and carry improvements from recommendation through implementation and ongoing management.

Position Summary

Reporting to the Managing Director, the Operations and Finance Manager is the lead internal staff owner for finance administration, people operations, organizational compliance, business operations, technology, records, and governance support.

The Manager works closely with the Founder and CEO, Managing Director, Development and Engagement Manager, House Leads, current and future staff, Board officers, external bookkeeper and accountant, and other providers engaged by the organization. Final policy, budget, employment, and governance decisions remain with organizational leadership and the Board, as appropriate.

Core Responsibilities

Finance Administration and Reporting

- Own the internal monthly close process and coordinate accounts payable, deposits, expense documentation, bank processes, guest contributions, reimbursements, and cash controls with the external bookkeeper and accountant.
- Prepare recurring budget-to-actual reports, cash-flow projections, restricted-fund tracking, variance explanations, and decision-ready financial summaries.
- Support annual budgeting, forecasting, grant budgets, funder reports, insurance renewals, audits, tax filings, and due-diligence requests.
- Maintain organized, review-ready financial records and documented approval controls. This role prepares and coordinates payments but does not independently authorize them unless formally delegated.

People Operations

- Administer payroll, timekeeping, benefits, personnel files, onboarding, offboarding, required notices, and recurring employee documentation.
- Maintain an HR compliance calendar covering wage-and-hour practices, training, leaves, workers' compensation, unemployment insurance, workplace safety, and policy updates.
- Ensure non-exempt time, meal periods, overtime, reimbursements, and payroll changes are processed through consistent procedures.
- Coordinate with qualified payroll, benefits, insurance, HR, and employment providers, and elevate sensitive employee matters to the Managing Director and appropriate advisor(s).

Operations Systems Technology and Project Management

- Assess the organization's operations, technology, data, shared-drive, and document-management environment and lead a prioritized improvement plan.
- Build practical procedures, calendars, trackers, approval workflows, and project-management practices that clarify owners, deliverables, deadlines, and completion status.
- Administer current and future software, subscriptions, licenses, accounts, permissions, integrations, renewals, and vendor relationships.
- Own the shared-drive structure, naming conventions, access controls, archiving, records retention, and organizational access inventory.
- Identify unowned work and recommend whether it should be assigned, outsourced, automated, deferred, or discontinued.

Organizational Compliance Vendors and Governance

- Maintain a master compliance calendar covering nonprofit, corporate, tax, employment, insurance, grant, contract, technology, and governance obligations.
- Coordinate required filings, charitable registration records, corporate documents, grant compliance, insurance documentation, and corrective actions.
- Manage vendor agreements, renewals, deliverables, invoices, and routine issue resolution, and coordinate Board calendars, materials, approved minutes, policies, action items, and governance records.
- Provide leadership with timely visibility into financial performance, compliance deadlines, operational risks, and decisions requiring attention.

Initial Priorities

- Complete an assessment of finance, HR, compliance, operations, technology, and organizational records.
- Present a sequenced implementation plan addressing immediate risk, recurring deadlines, and high-value operational improvements.
- Stabilize monthly close, cash-flow visibility, payroll administration, employment documentation, and compliance calendars.

- Establish a clear approval matrix, organizational access inventory, shared-drive structure, and project-management framework.
- Document critical workflows and build reliable reporting so operations do not depend on informal knowledge or last-minute intervention.

Required Qualifications

- At least five years of progressively responsible operations and finance experience, including at least three years within a nonprofit organization.
- Direct responsibility for California payroll, employment administration, or HR-compliance processes affecting non-exempt employees.
- Demonstrated success owning operational or financial systems from assessment and planning through implementation and ongoing management.
- Proficiency with QuickBooks Online and Microsoft Excel or Google Sheets.
- Experience reviewing financial statements and preparing budgets, budget-to-actual reports, cash-flow projections, and management reports.
- Working knowledge of nonprofit financial administration, including restricted funds, charitable gifts, grant budgets, internal controls, and documentation requirements.
- Experience coordinating with specialized providers and supporting a nonprofit audit, financial review, grant-monitoring process, or formal due-diligence review.
- Experience improving project-management, software, shared-drive, access-control, or document-management practices.
- Strong judgment, discretion, accuracy, communication, organization, and follow-through.
- Ability to manage multiple workstreams independently within an approximately 20-hour weekly schedule.
- Commitment to Power House's mission and respect for people in recovery.

Preferred Qualifications

- Experience in recovery, housing, behavioral health, reentry, faith-based, or community-serving nonprofits.
- Experience strengthening infrastructure within a small, founder-led, early-stage, or growing organization.
- Experience with government or foundation grants, reimbursement-based contracts, and funder reporting.
- Experience supporting nonprofit Boards and committees or relevant professional training in accounting, finance, human resources, business administration, or nonprofit management.

Faith Based Work Environment

Christian faith, prayer, spiritual reflection, church partnerships, Bible study, and 12-step fellowship are visible parts of Power House's culture and program environment. This operational position does not require a particular religious belief, but the successful candidate must work respectfully and effectively in this environment and support the mission of serving people in recovery with dignity and care.

Schedule Compensation and Benefits

This is a part-time, hybrid, non-exempt position averaging approximately 20 hours per week. The schedule established at hire will include recurring weekday and business-hour availability and regular on-site work in Inglewood. Occasional evening or weekend meetings may be required with advance notice; this is not an on-call position. Compensation is \$32-\$42 per hour, non-exempt. Based on an anticipated schedule of 20–24 hours per week, this equates to approximately \$33,280–\$52,416 annually.

Benefits include prorated paid time off, 40 hours of paid sick time annually, professional development opportunities, hybrid-work flexibility, technology support, and reimbursement for approved business expenses and mileage. Benefits are administered in accordance with organizational policies.

The role may grow in hours or scope as workload, sustainable funding, organizational need, and performance justify expansion. Growth is not guaranteed.

How to Apply

Please email a resume and cover letter to hiring@powerhousesoberliving.org. In your cover letter, briefly describe a nonprofit financial or operational system you built or improved, your direct experience with California payroll or HR compliance, and your recurring availability for this hybrid role.

Use the subject line: **"Operations and Finance Manager Application - [First and Last Name]."**

Applications are due October 23, 2026. Applications will be reviewed on a rolling basis as they are received, and the position will remain open until filled.

Equal Opportunity and Accessibility

Power House Sober Living is an equal opportunity employer and does not discriminate on any basis protected by law. We welcome qualified applicants of all backgrounds, including people with lived or professional experience related to recovery, housing instability, reentry, or community-based service. Reasonable accommodations are available throughout the hiring process.