

## Job Announcement

**Job Title:** Operations Coordinator  
**Organization:** Utah Health Policy Project

---

### Abbreviated Job Description:

The Operations Coordinator (OC) works very closely with the Executive Director, Take Care Utah Lead Team and the Board of Trustees and is responsible for maintaining day to day organizational operations and office management. The OC acts as the office receptionist and must be ready to interact with a very diverse group of people daily. Other duties as assigned.

### Responsibilities:

#### Office Operations

- Manage day-to-day operations including maintaining office facilities, supplies and equipment, offering limited client assistance, greeting incoming visitors
- Assist with board activities
- Take minutes, schedule meetings, and prepare materials for distribution to board members

#### Human Resources

- Manage in-house payroll, timesheets (including lobbying and fundraising), payroll taxes, etc.
- Maintain agency's personnel policies, records, files and fringe benefit package
- Manage and update Employee Manual, in conjunction with Executive Director

#### Bookkeeping and Accounting

- Maintain agency's fiscal policies and procedures and update financial manual as needed.
- Prepare and process payables and receivables
- Generate various financial reports during annual audit
- Ensure adherence to accounting procedures
- Be familiar with financial planning, budgeting, and cash flow management
- Prepare financial reports (balance and P&L) on a monthly, quarterly, and annual basis

#### Contract Management

- Timely preparation and submission of billings and reports to funding sources
- Monitor grant status and maintain records as required by the funder and accounting standards
- Maintain organization's filings with state and federal agencies

### Qualifications:

- Some college or equivalent work experience required. B.A or B.S. degree in business, office management, or equivalent experience preferred
- Familiarity with accounting software such as QuickBooks, nonprofit accounting standards, and state and federal grant management
- Proficient with Microsoft Office
- Outstanding organizational skills, including the ability to prioritize and manage various complex projects simultaneously
- Ability to work independently

- Demonstrate a willingness to adapt quickly in a changing environment while maintaining effectiveness and attention to detail.
- Excellent oral and written communications skills. Bilingual in English and Spanish preferred.
- Ability to interact effectively with a broad range of people
- Strong leadership and collaborative skills
- Commitment to social justice in general and universal health care coverage.

### **Benefits**

- Dental Plan
- Simple IRA
- 10 paid planned holidays, 3 paid floating holidays, and start with and additional 15 paid days vacation time
- 5 paid sick days
- UHPP also observes a reduced schedule during the winter holiday season—approximately half-time—approximately 4 additional paid days off
- UHPP employees access robust affordable options on subsidized and flexible ACA Marketplace (approximate cost on lookup tool: <https://www.kff.org/interactive/subsidy-calculator/>); \$1,200 employer health care cost offset for premiums (subject to change)

### **Salary**

- Full-time at \$14-\$20 per hour depending on skills and experience.
- Annual performance bonus up to 5%
- Potential overtime

### **Equal Opportunity Employer:**

UHPP is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status.

### **Interested applicants should send cover letter and resume to:**

Matt Slonaker  
matt@healthpolicyproject.org

Closing date: rolling