



## **Operations and Finance Support Specialist**

**Status:** Full-Time, Exempt, In-Person (5 days/week) (Bargaining Unit Position)

**Reports to:** Human Resources and Finance Director

**Works closely with:** Department Leads (Representation, Organizing, Public Affairs, Admin)

### **About FCFT**

FCFT is a labor union based in Northern Virginia representing the operational and instructional workers of Fairfax County Public Schools including transportation, custodial, instructional, maintenance and trades, food service, and clerical staff. We are an organizing union focused on building worker power and engaging the community around well-funded and supported public schools.

### **Position Summary**

The Operations & Finance Support Specialist serves as the organization's in-office operational anchor and primary support to the Human Resources and Finance Director. This role ensures smooth daily office operations, strong financial workflow coordination, and reliable administrative and systems stewardship.

Because HR, Finance, and Operations are centralized under one Director, this position plays a critical support role in maintaining organizational systems, tracking expenses, coordinating reimbursements, managing vendors, and ensuring compliance and operational continuity.

The ideal candidate is highly organized, detail-oriented, financially meticulous, and comfortable managing both people-facing responsibilities and behind-the-scenes operational systems. This person thrives in a fast-paced, mission-driven environment and takes pride in keeping systems accurate, offices functional, and workflows moving smoothly.

## **Key Responsibilities**

### **Finance & Expense Support**

- Collect, review, and track staff reimbursement submissions; prepare documentation for Director approval and payroll entry (e.g., Paychex).
- Maintain organized reimbursement logs and ensure timely processing.
- Assist with monthly credit card reconciliations and expense tracking.
- Support expense coding and documentation preparation for bookkeeping and audits.
- Ensure purchasing follows internal guidelines and budget parameters.

- Support maintaining accurate records of vendor invoices and payment schedules.
- Assist with tracking recurring financial obligations, subscriptions, and renewals.
- Maintain strict confidentiality of sensitive financial and personnel information.

### **Office Operations & Facilities Management**

- Serves as the first point of contact by welcoming and greeting members and visitors, receiving and signing for packages, and ensuring a professional and friendly office environment.
- Maintain office supplies, inventory, and equipment; proactively reorder as needed.
- Serve as the primary point of contact for office vendors and service providers (e.g., office supplies, facilities, technology, cleaning, printing)
- Maintain and update vendor contact lists, contracts, files, and service schedules
- Conduct regular supply runs (e.g., Costco or similar vendors) to stock food and shared office needs.
- Order food and coordinate catering for member-facing and in-office meetings and events
- Book and coordinate occasional travel, including flights, hotels, ground transportation, and reimbursements for members and staff.
- Manage mail, shipping, and printing.
- Coordinate office access, keys/fobs, guest logistics, and security procedures.
- Ensure workspace cleanliness, organization, and readiness for meetings and events.

### **Digital Systems & Administrative Stewardship**

- Manage organizational logins and credential distribution.
- Serve as first point-of-contact for basic tech troubleshooting and liaise with IT support when needed.
- Support maintaining structured digital filing systems across shared drives and internal platforms.
- Support internal systems improvements and workflow documentation.

### **Internal Communications & Cross-Team Support**

- Serve as the in-office point-of-contact for operational needs and coordination.
- Bridge physical and digital workflows for hybrid staff, with a focus on supporting and staying connected to staff in the field.
- Communicate office updates, procedures, and access information clearly to staff.
- Provide logistical support for staff meetings and events.

### **Required Qualifications**

- 1-3 years of experience in operations, office management, finance support, HR administration, or related fields.
- Strong organizational and financial tracking skills with high attention to detail.

- Experience supporting expense reconciliation and reimbursement workflows preferred.
- Comfort working with payroll systems (e.g., Paychex), HRIS platforms, PM systems, and financial tracking tools.
- Ability to manage multiple priorities and meet deadlines in a fast-paced environment.
- Excellent written and verbal communication skills.
- Ability to work independently and proactively identify needs
- High discretion and ability to handle sensitive financial and personnel information.
- Commitment to supporting a mission-driven, justice-oriented organization.
- Ability to work onsite five days per week.
- Reliable transportation and ability to run local errands during work hours

**Salary and Benefits:**

The salary range for the position is \$55,000 to \$60,000, commensurate with experience. Benefits include paid health benefits including medical, dental, and vision; paid time off; phone stipend; and mileage and expense reimbursements. Employees are eligible to participate in the 401(k) retirement plan after six (6) months of employment; the organization will match employee contributions up to 6%.

**How To Apply:**

Please submit:

- A cover letter answering the below questions:
  - Why are you interested in working with FCFT and supporting a mission-driven, union-based organization?
  - Describe a system or workflow you created or improved (e.g., expense tracking, office operations, scheduling, or file management). What problem were you solving, and what was the impact?
- Your résumé
- Three professional references

Apply here: [ <https://fcft.bamboohr.com/careers/44> ]

**Equity Statement:**

At FCFT, we value a diverse, inclusive workforce, and we provide equal employment opportunities for all applicants and employees. All qualified applicants for employment will be considered without regard to an individual's race, color, sex, gender identity, gender expression, religion, age, national origin or ancestry, citizenship, physical or mental disability, medical condition, family care status, marital status, domestic partner status, sexual orientation, genetic information, military or veteran status, or any other basis protected by federal, state or local laws.

We welcome applicants with a range of experiences and encourage you to apply, even if you don't meet all qualifications listed.