

## **Position Announcement**

### **Senior Operations Associate**

#### **About the Volcker Alliance**

The [Volcker Alliance](#) is a nonprofit founded by former Federal Reserve Board Chairman Paul A. Volcker to empower the public sector workforce to solve the challenges facing our nation. Our portfolio of work focuses on the people at the core of government service delivery—public servants. We promote innovation in public service education, empower rising leaders to build the democracy of our future, connect talent to city, state, and federal government jobs, and inspire others with the story of Mr. Volcker’s commitment to public service.

The Volcker Alliance is committed to cultivating a diverse team and inclusive workplace. We believe that building a team whose members draw upon different lived experiences and offer myriad perspectives is critical to advancing our mission. To advance our mission, the Volcker Alliance needs employees who are as diverse as America, each bringing different insights into the work of government in communities across the country. We strongly encourage applications from people who are members of historically excluded and marginalized communities.

#### **Position Overview**

The Volcker Alliance is seeking a highly motivated operations professional to join the organization as a Senior Operations Associate starting July or August 2026. The Senior Operations Associate will work closely with the Chief Operating Officer and the leadership team. Central responsibilities include payroll, accounting, and HR-related operations, grants and contract management, and providing support on a range of additional financial, administrative, and operational workstreams.

#### **Responsibilities**

Support the Volcker Alliance’s operational, HR, finance, and administrative functions by:

- Managing payroll and timekeeping processes, including reviewing submissions, identifying discrepancies, coordinating with the PEO, and ensuring accurate and timely processing
- Supporting HR workflows, including onboarding coordination, benefits administration support, employee data updates, and maintaining confidential personnel records
- Managing financial workflows, including accounts payable and receivable, invoice and bill processing, credit card reconciliation, expense reporting, and documentation verification
- Supporting grant and contract-related activities, including tracking timelines, maintaining shared records, assisting with reporting, and serving as a liaison between the Alliance and grantees/vendors
- Maintaining and improving operational systems, including digital filing structures, workflow tools, and cross-team processes that increase efficiency, accuracy, and organizational clarity

- Serving as a point of contact for operational inquiries, coordinating information flow across teams, and ensuring timely follow-up
- Overseeing office operations and facilities support, including building management coordination, supply tracking, and vendor interactions
- Producing clear, well-organized documents, including internal communications, checklists, procedures, schedules, and operational documentation
- Performing special projects as necessary to support the organization's operations, as directed by the Chief Operating Officer or management team

### **Qualifications**

- High School diploma or equivalent is required; associate or bachelor's degree preferred
- At least 5 years of relevant experience in operations, administration, HR support, accounting support, or related areas
- Demonstrated ability to handle sensitive and confidential information with professionalism, discretion, and integrity
- Strong organizational skills with exceptional attention to detail, accuracy, and follow-through
- Excellent written and interpersonal communication skills
- High proficiency with Microsoft Office Suite, Google Suite, and Zoom
- Experience with financial or HR systems (e.g., Bill.com, Expensify, payroll platforms) preferred
- Ability to manage multiple priorities in a fast-paced, dynamic environment
- Positive, solution-oriented, team-centered approach
- Interest in government, public administration, or nonprofit operations preferred
- Project management training or project management certification a plus

### **Position Specifics**

- Position Start: July or August 2026
- Status: Full-time, Exempt
- Location: New York City Hybrid – Staff are required to work in our NYC-based office at least two (2) days per week and are permitted to work remotely up to three (3) days per week.
- Salary Range: \$70,000 to \$100,000 annually
- Benefits: The Alliance offers a comprehensive benefits package, including medical, dental, and vision insurance, paid time off, paid holidays, a retirement plan, and a professional development stipend.

### **How To Apply**

Please submit a cover letter and resume by email to [hire@volckeralliance.org](mailto:hire@volckeralliance.org) indicating the position "Senior Operations Associate" in the email subject line and where you heard about the position announcement in the email body. No calls please.