



Position: *Finance and Operations Manager*

Organization: Insulin for Life USA (IFL USA)

Job Type: Full-time, Exempt, in-person

Location: Gainesville, FL

Reports to: IFL USA Executive Director

Compensation: \$82,000 annually

Benefits: \$5,000 health stipend; 12 holidays, 5 vacation days (first year), 1 sick day per month

Schedule: Monday to Friday: 9 am – 5 pm (occasional evening or weekend support may be required)

About Insulin for Life USA:

Insulin for Life USA is a 501(c)(3) nonprofit dedicated to providing lifesaving insulin and diabetes management supplies to individuals who otherwise would go without. Our work extends both across the U.S. and internationally, including during domestic disasters. Learn more at www.iflusa.org.

Work Environment:

Collaborative, mission-driven, and caring nonprofit team. We are committed to creating an inclusive, respectful, and diverse workplace rooted in mutual support, compassion, and a shared belief in health equity. Every team member at IFL USA contributes directly to saving lives by ensuring people with diabetes, both in the U.S. and around the world, have consistent access to insulin and essential diabetes supplies.

Job Description:

The Finance and Operations Manager supports the financial and operational functions of Insulin for Life USA, serving as a key team member in sustaining the organization's financial health, efficiency, and internal systems. This role works closely with the Executive Director (ED) and assists ED in key operational and financial functions, including bookkeeping, grant fiscal management, payroll, human resources processes, and general administrative coordination.

The ideal candidate brings deep experience in nonprofit financial management, grant compliance, and operational oversight, along with strong working knowledge of QuickBooks Desktop Premier Nonprofit Edition 2024. The role also contributes to organizational reporting, preparation for 990 and audit, and occasional programmatic overflow (such as supply processing and shipments) to ensure organizational continuity and resilience.

Essential Duties and Responsibilities:

The Finance and Operations Manager will support IFL USA in the following ways:

Finance & Accounting

- Manage and maintain daily accounting functions using QuickBooks Desktop Premier Nonprofit Edition 2024
- Perform accounts payable and receivable functions, accounts reconciliations, and payroll processing
- Track restricted and unrestricted funds in alignment with donor intent and grant compliance
- Help create, monitor, and manage organizational budgets in collaboration with the ED
- Support preparation of annual IRS Form 990 and other financial, state and federal filings
- Interface with the external accountant and auditor to prepare documentation for annual audit and financial reviews

Grant & Compliance Management

- Monitor and maintain financial documentation for grants
- Track grant budgets and expenditures to ensure compliance with funding requirements
- Assist with the preparation of interim and final grant financial reports
- Maintain accurate records for grant audits and reporting deadlines

Operations & Administration

- Help develop, maintain, and implement organizational policies and procedures
- Provide HR support, including onboarding, time tracking, and benefits documentation
- Assist in internal reporting and preparation of financial and programmatic reports
- Serve as a support and backup to the Executive Director in key administrative functions
- Support Board of Directors documentation and recordkeeping as needed

Cross-Departmental Support

- In times of organizational overflow or urgent need, assist with supply processing, packing, and shipments alongside the Outreach and Processing team
- Help maintain accurate supply inventory records in support of financial tracking

Requirements:

- At least 3 years of nonprofit grant and fiscal management experience
- Practical knowledge and use of QuickBooks Desktop Premier Nonprofit Edition 2024 required
- Strong organizational skills and high attention to detail
- Experience managing nonprofit budgets, compliance, audit, and reporting
- Solid understanding of nonprofit accounting principles, including fund accounting
- Comfort working independently and collaboratively in a small team environment
- Proficiency in Google Workspace (Docs, Sheets, Gmail, Drive) and Microsoft Office Suite
- Strong communication skills, both written and verbal
- Discretion in handling sensitive HR, donor, board, partner, and financial information

Preferred Qualifications:

- Bachelor's degree in Accounting, Finance, Public Administration, Nonprofit Management, or related field (or equivalent experience) with coursework in Financial Accounting, Management Accounting and Finance
- Prior experience supporting audit processes and preparing 990s
- Familiarity with human resources processes in a nonprofit setting
- Commitment to IFL USA's mission and belief in equitable access to healthcare
- Demonstrated positive, can-do attitude that fosters a collaborative team environment, and is experienced in working with diverse communities and stakeholders as a trusted, reliable support

Special Instructions for the Applicant:

To be considered for this position, please email the following materials to Svetlana Hutfles, Executive Director, at svetlana@iflusa.org:

- Resume
- Cover letter outlining your relevant experience and alignment with IFL USA's mission
- A list of three references, including their full contact information

Please use the subject line: Finance and Operations Manager – IFL USA Application