

IAYT Job Description

Position Title: Operations & Finance Administrator **Date Rev.:** Sept 2025

Estimated Time/Week: 25-30 hrs, Remote **Rate:** \$28 per hour

Due to operational needs, there is a preference for the following locations: Arkansas, Florida, or Maryland

Reports to: Executive Director

Status: 1099 during 3-month probationary period with opportunity to transition to W2

Related Committee(s) or Work Group(s): Budget and Fund Development Subcommittee of the Board of Directors

Cross-Collaboration with: Interfaces with all other departments and roles

I. OVERVIEW OF THE POSITION

The operations and finance administrator (OFA) is responsible for the day-to-day operations and financial management of the organization's systems, processes, and administration, ensuring they run smoothly and efficiently. The OFA works in close collaboration with the executive director and leadership team. The IAYT team is made up of a small core group of staff, contractors, consultants, and volunteers who support IAYT's mission, 5,000+ members, 3,700 certified yoga therapists (C-IAYTs), 70 accredited programs, and 130 member schools. IAYT is a remote-first organization with a geographically dispersed team that includes the United States, Canada, and Barbados.

The OFA works with an outside accountant to prepare monthly financial statements, develops the annual budget for approval from the board of directors each November, and drafts quarterly finance reports for the board. The OFA tracks operating expenses and income to ensure organizational financial health. A key function of this position is supporting the planning and implementation of IAYT's primary annual conference, held every June. The OFA manages payroll, benefits, and publication mailings and maintains IAYT's storage unit and PO box. This role also provides ongoing support for the organization's members and vendors and serves as one point of contact for the public.

II. RESPONSIBILITIES

Although not an exhaustive list, these responsibilities represent the day-to-day work of the OFA.

Financial Management

Bookkeeping & Accounting

- Develop and monitor the annual budget and audit; work with IAYT's outside accountant to produce monthly financial and cashflow reports.

- Prepare conference and event budgets.
- Advise the executive director of any anticipated variances to budgets and recommend adjustments to activities to stay within budget.
- Process payments and perform banking functions.
- Prepare quarterly financial reports for the Budget and Fund Development Subcommittee and the broader board of directors.
- Process all accounts payable/receivable transactions; manage speaker honoraria and sponsor/exhibitor fees; maintain and organize receipts.
- Maintain, manage, and update controls and accounting standard operating procedures.
- Coordinate with the outside accountant to review monthly finances and adjust allocations in line with expense tracking.
- Manage the annual audit and coordinate with auditors to ensure timely reporting.

Operations Management

Contract Management & Compliance

- Manage contract quotes, invoices, and payments, and track the life cycle of contract obligations.
- Ensure compliance with operational and organizational filings and state/country/province requirements for W2 staff.
- Assist with tracking and compliance for grant reporting cycles and payments.

Payroll

- Process biweekly payroll and contractor payments and provide information to payroll service and accountant.

Office Management

- Answer phone calls, respond to emails, and assign and respond to contact forms.
- Support members with all aspects of membership accounts, including dues/fees payments.
- Update and maintain the organization's standard operating procedures manual.
- Support the executive director with job postings, onboarding, contractor scope-of-work agreements, and other personnel matters as needed.
- Order supplies for organizational needs, events, and conferences.
- Manage mail, mailings, and IAYT's PO box.
- Maintain archived materials, collateral materials, and conference items in IAYT's storage unit.

Conference & Event Support

- Work with the executive director, marketing and communications manager, and facility contracting vendor to locate, review, and select appropriate properties to host conferences and other events.
- Track scholarships, comps, donations, and other discounts, in addition to standard e-commerce store purchases.
- Manage accommodations and travel for staff and board members.
- Coordinate and oversee scheduling, shipping, tracking, and receiving of conference items.
- Support the planning committees in program development, outreach and coordination of sponsors and exhibitors, event-space scheduling, food and beverage, and other projects as needed.

- Assist with online registrations before the conference and with conference pass purchases during the event.
- Coordinates and staffs the registration desk schedule to check-in attendees during the conference and provide ongoing support.
- Prepare conference reports that track key performance metrics.
- Prepare staff conference room during events.
- Coordinate conference wrapup details with the conference and event lead, planning committees, hotel and/or host location, and vendors.

III. EDUCATION, KNOWLEDGE, SKILLS, AND ABILITIES

	Required	Desired
Education:	<ul style="list-style-type: none"> ● Bachelors degree or equivalent on-the-job or specialized training or study in the areas of financial management, nonprofit operations, business, and/or administration relevant to the operation of a nonprofit membership organization ● Basic bookkeeping skills; familiarity with Quickbooks 	<ul style="list-style-type: none"> ● Bachelors in Accounting, Finance, Business Administration, or Nonprofit Administration
Minimum Experience:	<ul style="list-style-type: none"> ● 2 years of experience in financial management, accounting, bookkeeping, operations, or related area ● Prior experience in creating and managing a budget and compiling financial reports ● Experience supporting events and/or conferences ● Customer service experience 	<ul style="list-style-type: none"> ● A strong understanding of the yoga community ● Experience in people operations ● Prior experience managing an audit ● Previous experience providing support to members of a professional association ● Expertise in preparing multi-year budgets; experience with projections and forecasting ● People operations/human resources compliance experience

	Required	Desired
Knowledge, Skills, & Abilities	<ul style="list-style-type: none"> • Commitment to IAYT’s values of respect, inclusion, balance, sustainability, and leadership • Excellent organizational and time-management skills, with the ability to manage multiple priorities and meet deadlines • Strong written and verbal communication skills • High attention to detail, analytical and strategic thinking, and the ability to identify areas for process improvement • Exceptional interpersonal skills, with the ability to build relationships and communicate with cultural competence to a global membership and stakeholder base • Ability to work independently as well as in a team in a collaborative environment • Commitment to practicing IAYT’s DEIA Competencies • Ability to travel and flexibility to work occasional weekends or evenings as necessary • Tech savvy 	<ul style="list-style-type: none"> • Some experience and knowledge of membership database management; experience with YourMembership a plus! • Entrepreneurial orientation: experience with a similarly sized organization, preferably a nonprofit • Familiarity with Asana, Zoom, Google Office Suite, and YourMembership or other management platforms • Yoga practitioner, yoga professional, and/or C-IAYT

Diversity, equity, inclusion, and accessibility are core values of IAYT. We believe that the organization and the profession’s environment are enhanced when diverse groups of people with diverse ideas come together to learn. Applicants whose work incorporates a global perspective and a demonstrated commitment to issues of diversity are particularly encouraged to apply.

Benefits for W2 employees

- Generous nontaxable home-office expense allocation
- 401(k) with matching contribution after 1 year of employment
- Travel and accommodations covered for SYTAR, IAYT’s annual conference
- Work remotely with flexible schedule and paid time off