



Call for Applications: Finance and Operations Manager

Topos Institute is searching for a Finance and Operations Manager. Topos is a new, international nonprofit scientific institute whose mission is to shape technology for public benefit by advancing sciences of connection and integration. We use cutting-edge mathematical research from MIT and Stanford to develop new computational tools that enhance communication, cooperation, and collective intelligence, with careful attention to their ethical, pro-social deployment. We have raised over \$7M and are doubling in size annually.

Position Summary

We seek an entrepreneurial, experienced Finance and Operations Manager to grow with us as we grow.

Reporting to and working closely with the CEO, the Finance and Operations Manager is an integral member of the management team, participating in the development and implementation of the administrative functions of Topos Institute. This includes:

- Financial functions, including management of 501(c)(3) status and federal grants.
- General operations, including HR, legal, and facilities.

The successful candidate will have a passion for the mission, proven ability in managing the full range of operations in a nonprofit research organization and will embrace a technology research culture that is mission and values driven.

This position is based at our offices in Berkeley, California.

The salary range for this position is \$80,000 to \$110,000, with generous benefits. This position has significant mentorship from our experienced consulting team, and strong potential for rapid career advancement as Topos grows.

Topos believes in the value that diverse perspectives and life experiences bring to our organization, and we especially welcome applications from those with personal or professional backgrounds underrepresented in our present team. We are dedicated to shaping the future of technology to ensure a more equitable and just world, and we believe that technology to support a healthy society can only be built by an inclusive organization that supports all its team members.

Join us in realizing our vision of a world where the systems that surround us benefit us all.

Position Responsibilities

- Oversee daily finance and accounting functions, with help from assistant:
 - Accounts receivable; invoices and billing
 - QuickBooks Online (QBO) journal entries and reports
 - Grant allocations, project cost tracking, monitoring and compliance
 - Purchasing; oversee AP and cash disbursements
 - Oversee cash box operations
 - Oversee asset documentation and tracking
 - Budget preparation and monitoring
- Human Resources and Operations
 - Administer payroll and benefits using Gusto or other platforms
 - Integrate payroll, benefits, and accounting systems
 - Coordinate weekly with HR consultant
 - Serve as onsite point of contact for HR issues
 - Oversee routine HR processes, such as onboarding and offboarding employees, annual check-ins, benefits enrollments, etc.
 - Manage insurance policies (general liability, D&O, etc)
 - Negotiate vendor and bank relationships
- Work with external accounting consultants to:
 - File tax returns and other yearly forms (990, RRF-1, 1099s)
 - Fulfill Audits
 - Prepare financial projections, dashboards, and reports
 - Negotiate indirect cost rate agreements
 - Support month/year-end close procedures and other managerial functions as needed
 - Support special projects including, but not limited to, cash flow projection and financial scenario planning
- Policy and procedure development, implementation and compliance monitoring
 - Research and develop new policies and procedures
 - Update and amend existing policies and procedures
 - Ensure employees awareness of and access to relevant policies and procedures
- Fundraising
 - Support professional fundraising consultants or staff as needed.
 - Maintain and enhance the fundraising CRM system as needed (currently Bloomerang), and reconcile to QBO
 - Generating management reports as needed
- Management
 - Direct supervision of Administrative Associate
 - Collaboration with HR consultant
 - Vendor relations management
- Strategic planning
 - Participate in the development, execution, and monitoring of the organization's strategic and implementation plans

Experience and Skills

Commitment to the mission of Topos Institute.

- Business, accounting, or related degree, or a combination of education and experience is required.

- Minimum 3-5 years of experience in a related finance and operations management role, ideally at a nonprofit research institution.
- Entrepreneurial mindset, with ability to operate as an effective tactical as well as strategic thinker.
- Commitment to progressive organizational change within a growing organization.
- Strong management and collaboration skills, including mentoring and coaching experience to a team with diverse levels of expertise.
- Exceptional written, oral, interpersonal, and presentation skills, and the ability to effectively interface with senior management, a board of directors, and staff.
- Excellent judgment and creative problem-solving skills, including negotiation and conflict resolution.
- Commitment to the pursuit of excellence, with strong attention to detail.

Familiarity with nonprofit finance and accounting regulations, including OMB Uniform Guidance 2 CFR Part 200 and federal research websites, particularly DOD funding agencies is an advantage, as is a credential in accounting.

This position description is not all-inclusive. Other duties and responsibilities may be assigned by the CEO.

About Topos

Topos is a mission driven organization that works to shape technology for public benefit by advancing sciences of connection and integration. Our strategic plan is at the center of all our work together: <https://topos.site/strategic-plan/>.

Joining Topos means joining an exceptional team deeply committed to using their talents for the betterment of society, and a future of technology that belongs to the public. After two years incubating the idea at MIT, we opened our Berkeley office in 2021, and are growing fast, with an office in Oxford (UK) planned for the coming year. We're looking for team members who are as excited as we are at pioneering a new organizational structure for prosocial and ethical development of technology, from basic research to tool development to societal impacts.

Topos is committed to ensuring that its team members thrive in their work and home lives. Topos offers competitive salary and benefits including medical, dental, and life insurance, 401k, paid sick leave, 18 days paid vacation annually, 13 paid company holidays, and options for flexible working hours. We seek to provide working conditions comparable with top-tier academic research institutions such as MIT, Stanford, and UC Berkeley.

Location in Berkeley is required and we anticipate most work days will involve time in our Downtown Berkeley office; nonetheless our culture is one of trust and autonomy, and some work from home is common.

Topos is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or status as a protected veteran. More than this, we are committed to building a team where diverse voices will feel respected and heard.

Further information about Topos Institute can be found on our website (<https://topos.institute/>), including information about [our current team](#). See also our [blog](#), [YouTube](#), and [research homepage](#).

Apply

If you have questions about this position, please contact our Operations Associate Juliet Szatko at juliet@topos.institute. Applications will be reviewed on a rolling basis. All offers of employment are contingent upon completion of a background check. Unfortunately, Topos is not able to sponsor visas for applicants without United States citizenship.

To apply, please send an application comprising a cover letter and CV/resume to juliet@topos.institute.

Please feel free also to convey any information about preferred names and pronouns.