

Parent to Parent of Georgia's Employment Opportunity

Applications being accepted through 4:00 pm December 15, 2025

Parent to Parent of Georgia, a nonprofit organization, provides services to families across Georgia who are impacted by disabilities or special healthcare needs. **Our vision** is to be the source of choice for support, information, education, and leadership development for Georgians with disabilities or special health care needs, ages birth to 26, and their families. **Our mission** is to support Georgia families and individuals from birth to age 26 impacted by disabilities or special health care needs.

We are looking for a **highly driven part-time Business Operations Manager II** to strengthen our organizational operations and help advance our mission. This role plays a key part in implementing operational strategies, ensuring program and service delivery, and supporting the overall organizational growth. The Business Operations Manager II oversees three essential areas: Accounting, Internal Processes, and Agency Monitoring, and is expected to uphold high standards of accuracy, efficiency, and compliance. The ideal candidate is proactive, detail-oriented, and able to work independently with strong accounting and operations experience and SHRM-certified HR expertise.

Key Responsibilities

- Oversee daily AP/AR operations and ensure accuracy of financial transactions
- Supervise and mentor operations staff, providing direction and performance feedback
- Support HR-related tasks involving SHRM knowledge and compliance awareness
- Maintain documentation, reporting, and process workflows across accounting, internal processes, and agency monitoring
- Collaborate with leadership to streamline procedures, strengthen operational efficiency, and support organizational goals

This hybrid position is based in our Atlanta office and part-time at **20 hours per week, year-round**. While flexibility is available, weekly in-office work is required. The initial orientation period requires three days per week in the office, transitioning to two days per week in person once fully trained. Reliable transportation is essential. Candidates must clearly demonstrate they meet all minimum qualifications; preference will be given to those who also meet the preferred qualifications. The hiring range is **\$30-\$33 per hour**, depending on relevant experience. Part-time employees receive paid annual leave and are eligible for our 401(k) plan with a 3% employer match after one year of service.

Minimum Requirements for This Position:

- 4+ years of experience in accounting (AP/AR duties)
- 4+ years in a supervisory/management role
- 3+ years of experience in operations, project management, or administration
- Minimum of a 2-year degree
- Demonstrated high performance and strong motivation
- Exceptional attention to detail
- Ability to work independently with minimal supervision
- Microsoft Office Suite proficiency
- Excellent communication and interpersonal skills
- Strong problem-solving and decision-making abilities
- Proven adaptability in fast-paced or evolving environments

Preferred Requirements:

- Candidates with a 4-year degree
- Candidates with relevant degrees (accounting/business/nonprofit, etc.)
- SHRM (or HR Related) and/or Project Management Certification
- Sage Accounting Software experience
- Experience in the disability or nonprofit field

How to Apply

To be considered, applicants must:

1. Complete the Employment Application Questionnaire at <https://forms.gle/AtCHUs9MRhBB4KxU6>
2. Submit a cover letter and resume to p2pjobapps@p2pga.org with the subject line:
 - a. Business Operations Manager – Your Name
 - b. Please describe in your cover letter how you meet both the minimum and preferred qualifications.
3. Final candidates will be required to complete and pass a background check as a condition of employment.

Visit www.p2pga.org for more information about Parent to Parent of Georgia. Parent to Parent of Georgia is an E-Verify Mandated Employer (EOE)

Parent to Parent of Georgia is an Equal Opportunity Employer committed to fostering an inclusive and diverse workplace. All qualified applicants will receive consideration without regard to any protected class under federal, state, or local law, and we welcome candidates of all backgrounds and identities to apply.