



## **JOB DESCRIPTION**

### **Administrative Coordinator**

**Join a team of professionals and a dedicated Board of Directors and community Advocates. Court Appointed Special Advocates (CASA) of Santa Cruz County serves 190+ children annually who are under the protection of the court because of parental abuse and neglect. The Administrative Coordinator works under the supervision of the Executive Director and provides bookkeeping, financial coordination, general office administration, donor supports and agency and program support as noted. Position is full-time, exempt. Flexible days and some evenings.**

#### **Specific responsibilities include:**

##### **Financial & Contracts:**

1. Coordinate all aspects of accounting for CASA, including general bookkeeping through accrual basis and job accounting, fiscal and grant forecasting, depreciations, and processing accounts payable and receivable.
2. Coordinate employee health insurance and 403b plan.
3. Process all credit cards.
4. Assist in budget preparation and modifications.
5. Prepare monthly financial report for review by Executive Director and Finance Committee.
6. Assist with grant administration related to budget compliance and prepare reports and billing statements as required by grant sources.
7. Assist with risk management oversight and maintenance of procedures, protocols
8. Manage processing for CASA's bank accounts.
9. Oversee CASA's annual audit.
10. Provide monthly reconciliation of all bank accounts for review by the Executive Director and Treasurer.

##### **General & Administrative:**

1. Maintain an effective, orderly, friendly office environment.
2. Maintain the supply inventory for administration and program.
3. Process incoming mail.
4. Assist in preparation of information for committee meetings
5. Support office volunteers as needed.
6. Coordinate volunteer paperwork, ensuring full compliance.
7. Perform other duties as assigned and as necessary for the effective functioning of CASA.

##### **Technology:**

1. Maintain all aspects of ensuring effective office technology, including email, copy machine, fax machine, databases, and phone system.
2. Assist with computer support and training as available.
3. Assist with updates to CASA Tracker Data Base.

**Community Relations:**

1. Assist with donor management including receiving and recording accurate donations and preparing timely thank you's.
2. Support the implementation of CASA and Friends of CASA special events, including the ASK campaign, Big Sur Marathon and the annual auction. Coordinate the bulk mailings and offer a range of supports as assigned.
3. Assist with donor relations as assigned.

**Qualifications and Requirements:**

- Completion of the CASA Advocate Training program
- Demonstrated expertise and 2+ years experience in QuickBooks and accrual accounting
- Strong interpersonal, organizational and coordination skills
- Competent in Word, Excel, Outlook, Power Point and other media software.
- Strong writing and editing skills
- Criminal justice fingerprint clearance and valid driver's license
- Respectful of all people regardless of socioeconomic background, culture, religion, sexual orientation, disability or gender
- High School graduation required
- Advanced degree preferred

**Demonstrated Ability to:**

- Effectively communicate the mission of CASA and promote CASA, volunteerism and fundraising efforts to the community
- Establish and maintain effective, collegial working relationships with staff, volunteers, and community
- Work independently with great attention to detail under the direction of the Executive Director and make decisions based on established protocols and procedures
- Maintain confidentiality
- Adapt to a changing environment with the ability to respond to and manage with a calm, mindful approach.

**Physical Requirement and Frequency**

- Requires the use of office equipment, such as computer terminals, telephones, copiers, fax machines, etc.
- Requires corrected vision/hearing to normal range.
- Requires eye-hand coordination and manual dexterity.
- Requires prolonged standing and/or sitting.

40 hours per week: flexible

Annual Salary: \$34,000-\$37,000

Benefits: Full medical/dental benefits for employee. 20 annual days of paid time off and 12 paid holidays. Employee funded 403b plan available. Agency provides a SEP/IRA plan, funded by the agency after one year of employment.

CASA of Santa Cruz County is an equal opportunity employer.

***To apply: send or e-mail cover letter, resume and two references to Nancy Sherrod, Executive Director by 5 p.m., August 14, 2008. E-mail: [nancys@casaoofsantacruz.org](mailto:nancys@casaoofsantacruz.org)***

**7/15/08**