



CASA OF THE SOUTH PLAINS, INC. JOB POSTING

TITLE: Finance and Administration Manager

DATE: August 2021

CLASSIFICATION & STATUS: Exempt – Full Time

REPORTS TO: Executive Director

CASA of the South Plains recruits, trains, and supports a diverse community of volunteers who advocate for the best interests of abused and neglected children in the foster care system. These volunteers serve as advocates for children that are victims of abuse and neglect and provide these children a voice while their case is in the court system.

CASA's vision is to provide a CASA volunteer for every child; who strives to secure a safe, nurturing, permanent environment for every child.

PRIMARY RESPONSIBILITY: The Finance and Administration Manager (FAM) works closely with the Executive Director and Chief Program Officer to oversee administrative and financial operations including, but not limited to, facilitating financial reporting and account oversight, grant administration, human resources, and benefits administration.

ESSENTIAL RESPONSIBILITIES & DUTIES:

1. Financial Management
 - a. Manage payroll, accounts receivable, accounts payable, and contributions
 - b. Assist Contract CPA in maintaining general ledger, cash flow and forecasting
 - c. Manage bank deposits, reconciliation and assist with all other finance-related deposits
 - d. Work cooperatively with external auditor in preparation of audited financial statements and Form 990 and ensures all necessary filings are completed
 - e. Prepare and monitor grant budgets in collaboration with Executive Director and Chief Program Officer, including monthly requests for reimbursement
 - f. Participate in ongoing strategic planning process with leadership team to help oversee budgetary planning
 - g. Work with Contract CPA to prepare monthly financial statements for Board of Directors and Finance Committee
 - h. Serve as a member of the Finance Committee of the Board of Directors
 - i. Effectively present all budget related information to volunteers, staff, Board of Directors, and community stakeholders as requested
2. Administrative Management

- a. Maintain current knowledge on employment and work-related tax rules
- b. Assist as needed with managing general office operations, including human resources, employee benefits, and performance evaluations
- c. Prepare bi-weekly payroll and assist with year-end reports including W2, 1099 and other tax related needs
- d. Assist in processing new hires, including payroll set up and new hire documentation and files
- e. Assist the Executive Director in administrative tasks as needed

OTHER RESPONSIBILITIES

- 1. Additional duties as required

KNOWLEDGE, SKILLS, & EXPERIENCE

- 1. Education
 - a. Bachelor's degree in accounting, finance, administration or related field
 - b. Experience may substitute for education
- 2. Minimum experience
 - a. Minimum of 3-5 years experience in financial management or non-profit experience
 - b. Experience with office administration
 - c. Demonstrated integrity, honesty and ethical conduct
 - d. Demonstrated passion for CASA's mission
 - e. Approved criminal and DFPS background checks are required
- 3. Critical areas of qualifications include the following
 - a. Strong Microsoft Excel skills required
 - b. Strong QuickBooks Online skills preferred
 - c. Grant administration experience preferred
 - d. Experience preparing end of month reporting, including closing books, bank reconciliations, and basic financial modeling
 - e. Experience working with payroll systems
 - f. Proven leadership ability
 - g. Excellent attention to detail
 - h. Excellent oral and written communication skills
 - i. Professional self-starter with minimal guidance required
 - j. Highly organized
 - k. Able to work collaboratively in a team environment

SALARY & BENEFITS:

CASA of the South Plains offers paid vacation, paid sick leave, paid holidays including extended Christmas break, flexible work schedule, and health insurance coverage at no cost to the employee (an average of \$6,000 per year). Paid time off increases with years of service. Office

hours are Monday through Thursday 8am to 5pm and Friday 8am to Noon. Remote work may be an option. Annual pay range is \$40,000-\$43,000 based on experience.

APPLICATION PROCEDURE:

Interested applicants should email a resume and cover letter to apply@casaofthesouthplains.org. Please include the position title "Finance & Administration Manager" in the subject line. Please do not apply via Facebook or LinkedIn. No phone calls please. Position will be open until Monday, August 23 or until filled.

CASA of the South Plains is an equal opportunity employer. For more information about CASA of the South Plains, please visit www.casaofthesouthplains.org.