

**Center Against Sexual and Family Violence  
Job Description**

**Title:** Director of Administration  
**Supervisor:** Executive Director  
**Status:** Exempt  
**Funding:** VOCA – 8%, Undesignated – 92%

**Scope of Duties:**

Responsible for the effective organization and operation of the agency's accounting and administrative functions. Examines, analyzes, and interprets accounting data, records and reports. Advises or assists management on accounting and financial management matters. Applies the principles of accounting and complies with GAAP requirements. Exercises a degree of administrative judgment within the functional responsibilities. Responsible for the effective operation of administrative matters. Be available for any questions from clients including assistance with issues related to their situation as a survivor of domestic violence and/or sexual assault.

Serves as a member of the Executive Director's Management Team, and is accountable for the achievement of all objectives established.

Perform other duties as assigned. Periodic evening and weekend work may be required.

**Essential Job Functions:**

1. Direct and oversee accounting functions. Possess working knowledge of all daily accounting functions. Must be able to process daily deposit, payroll, accounts payable, invoicing, etc.
2. Responsible for developing and maintaining relationships with banking officials and lenders as needed to manage multiple bank accounts and financing. Prepare bank reconciliations.
3. Assist internal compliance officer on grants awarded. Must have working knowledge on grants and be able to compare actual performance to performance measures outlined in contract. Ensure required reports meet time reporting requirements. Review and assist in preparation of performance reports, prepare funding requests utilizing required forms/format specifically on financial and budget components.
4. Direct supervision of staff within the accounting/finance department: **Associate Director of Administration, Executive Assistant, Administrative Assistant** - Preparation of, setting up filing systems, maintain records, process and submit grant reimbursements, process payroll, provide day to day oversight of office operations; perform and oversee accounting functions to include but not limited to, preparing deposits, accounts payable, filing of AP vouchers, time sheets and grant reconciliation reports;
5. Supervision of Director of Development; assist in preparation of grant applications, specifically on financial/budgeting components.

6. Maintain all files, records, data, etc. as it pertains to payroll, accounts payable, accounts receivable, cash receipts, general ledger and all other financial related records.
7. Conduct financial analysis and keep accurate account of respective fund balances for designated (temporary restricted) funds.
8. Coordinate annual external audit & other reviews as requested.
9. Prepare, review and analyze financial statements (to include income statements, balance sheets, receivable reports, etc.).
10. In conjunction with Executive Director, prepare cash management reports: projections, forecasts,
11. Develop & monitor entire budget process.
12. Provide reports to allow for management financial decisions.
13. Enforce financial policies and procedure set by Board.
14. Provide direction and information to staff on all financial policies.
15. Human Resources – responsible of all HR functions to include oversight of new hires, terminations and disciplinary actions
16. Serve as co-administrator for group insurance, retirement savings plan, and Section 125 plan. This includes enrollments, terminations, changes in information, liaison to employees and provider.
17. Provide assistance on personnel issues, such as, workers' compensation and Texas Workforce Commission information requests.
18. Ensure that all tax reporting requirements are met (annual tax returns, quarterly payroll reports, etc.) Review tax returns prepared by external audit firm. If necessary publish public notice. Responsible for preparation, review and submission of W2's and 1099's.
19. Ensure department Directors are familiar with the requirements and limitations on funding sources for said department.
20. Provide over-site to IT department to ensure Agency computer systems meet the needs of all departments.

Other Duties:

1. Increase the Center's visibility in the community by attending assigned meetings and participating on behalf of the agency.
2. Make community presentations on an on-call basis.

Minimum Qualifications:

Bachelor's degree in accounting or related field or a combination of education and experience that can support the successful performance of the job will also be considered. Must have successful management experience in previous positions;

demonstrated skills as staff and manager, a well-disciplined individual and a mature individual sensitive to the needs of the people the agency serves. Computer proficiency in QuickBooks Accounting Software and Microsoft applications. Demonstrated ability in developing protocols and related documentation. Must have own transportation, valid Texas driver's license, and current insurance.

Knowledge, Abilities, and Skills:

- Highly developed interpersonal skills.
- Highly developed written and verbal communication skills.
- Deliver presentations before public groups.
- Knowledge of working with volunteers, developing and organizing systems and people.
- Ability to develop positive relationships with individuals in the community.
- Excellent follow-through and proven skills.
- Should be creative, articulate, and diplomatic.
- Ability to work independently as well as part of a team.
- Strong self-starter who feels comfortable taking the initiative in problem solving in order to meet the needs of the agency.
- Willingness to work flexible and irregular hours during peak periods.

This job description should not be construed to imply that these requirements are the only duties, responsibilities, and qualifications for this job. Incumbent may be required to follow any additional related instructions, acquire related job skills, and perform other related work. It is understood that during peak/critical times, staff may be asked to perform other duties not specifically outlined in their job description.

I have read and understood the Administration Director job description and am able to perform all functions described.

Signature\_\_\_\_\_

Date\_\_\_\_\_