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## POSITION DESCRIPTION

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**Director (or Vice President) of Administration**  
**\$70,000 to \$110,000**

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### **GENERAL FUNCTION:**

Under the limited supervision of the CEO, directs all financial, human resource, administrative, facility and technology functions. Supervises Administrative Coordinator, Administrative Assistant, Manager of Facilities and Technology, Human Resources Coordinator, Bookkeeper and Grants Manager.

### **RESPONSIBILITIES:**

#### **FINANCIAL**

1. **GENERAL LEDGER** – Assures that G/L is maintained and accurate and that all data is processed via cash receipts, cash disbursements, journal entries, A/R and A/P.
2. **FINANCIAL REPORTING** – Manages monthly financial reports (and others as needed).
3. **GRANT MANAGEMENT** – Assures that all financial reporting necessary to funders is accurate.
4. **DONOR TRACKING** – Manages Donor Data base, responsible for accurate entry of all donations and for interface between donor data base and GL.
5. **BUDGETING** – Works with CEO in annual budgeting process.
6. **AUDIT** – Works directly with independent auditor each year providing all information in mandatory annual audit.

#### **HUMAN RESOURCES**

7. **PAYROLL** – Maintains all personnel and payroll records. Processes payroll.
8. **HIRING** – Assures that job openings are posted, resumes screened, references and background checks are completed. Facilitates new hire orientation.
9. **PERFORMANCE MANAGEMENT** – Ensures positions descriptions are up-to-date and that managers are routinely setting goals and performing evaluations for direct reports. Manage annual performance appraisal process in the Fall.
10. **BENEFITS** – Manages and administers employee benefits program.
11. **TEAM MORALE** – Manages all employee morale and incentive programs.

## **OTHER**

12. **INSURANCE** – Works directly with insurance agent to ensure proper coverage are maintained.
13. **TECHNOLOGY** – Ensures server, computers, copiers and telephone system are working and coordinates repairs and maintenance as needed.
  
14. **PROCESS & PROCEDURES** – Ensures appropriate policies & procedures are in place and being adhered to by employees. Trains incoming directors and managers on processes and procedures. Reviews, adjusts and implements as needed.
15. **FACILITY & VEHICLE MANAGEMENT** – Maintains four Club facilities and Youth Impact center including oversight of janitorial, preventive maintenance and repairs. Also, manages facility rentals. Manages three organizational vehicles.
16. **OFFICE MANAGEMENT** – Manages all aspects of 10,000 square foot office which houses 50 team members.
17. **PROJECT MANAGEMENT** – Manages other special projects as assigned.

## **SKILLS, EXPERIENCE & TRAINING:**

- Person will be honest and of flawless integrity.
- Commitment to being a high performance team player.
- Four-year degree in accounting, finance or business from an accredited college or university preferred.
- A minimum of five years work experience in a leadership role in a Business Department.
- Thorough knowledge of GAAP, budgeting and accounting practices, processes and procedures of non-profit organization.
- Strong communication skills both verbal and written.
- Group leadership skills, including an understanding of group dynamics.
- Computer skills: Quickbooks & Donor Perfect preferred, Microsoft Office mandatory.
- Demonstrated organizational, staff and project management abilities.

