



POSITION DESCRIPTION

Vice President of Administration
\$80,000 to \$125,000

GENERAL FUNCTION:

Under the limited supervision of the CEO, directs all financial, human resource, administrative, facility and technology functions. Supervises Director of Administration, Administrative Coordinator, Administrative Assistant, Manager of Facilities and Technology, Human Resources Manager, Bookkeeper and Grants Manager. Incumbent is a Member of the Organization's Executive Leadership Team.

RESPONSIBILITIES:

FINANCIAL

1. **GENERAL LEDGER** – Oversees all transactions to ensure that General Ledger is maintained and accurate and that all data is processed via cash receipts, cash disbursements, journal entries, Accounts Receivable and Accounts Payable.
2. **FINANCIAL REPORTING** – Manages monthly financial reports (and others as needed). Develops systems to ensure that data is accurate and that checks and balances are in place.
3. **GRANT MANAGEMENT** – Assures that all financial reporting necessary to funders is accurate. Manages grant expenses and ensures that all are allocated accordingly.
4. **DONOR TRACKING** – Manages Donor Data base, ensures accurate entry of all donations and for interface between donor data base and GL.
5. **BUDGETING** – Works with the CEO to develop and monitor the annual budget and all sub-budgets for the Organization.
6. **AUDIT** – Works directly with independent auditor each year providing all information in mandatory annual audit.

HUMAN RESOURCES

7. **PAYROLL** – Oversees all personnel and payroll records. Manages payroll.
8. **HIRING** – Assures that job openings are posted, resumes screened, references and background checks are completed. Ensures that new employee orientations are completed.
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 oversees employee benefits program.
11. **TEAM MORALE** – Manages all employee morale and incentive programs.

12. **COMPLIANCE**- Ensures that the Organization is compliant with all State and Federal laws.

OTHER

13. **INSURANCE** – Ensures that the Organization is properly covered through insurance and has a command of various policies.

14. **TECHNOLOGY** – Ensures server, computers, copiers and telephone system are working and oversees repairs and maintenance as needed.

15. **PROCESS & PROCEDURES** – Ensures appropriate policies & procedures are in place and being adhered to by employees. Manages the training of incoming directors and managers on processes and procedures. Develops and adjusts systems as needed.

16. **FACILITY & VEHICLE MANAGEMENT** – Oversees the maintenance of four Club facilities and Youth Impact center including oversight of janitorial, preventive maintenance and repairs. Also, manages facility rentals. Manages three organizational vehicles.

17. **OFFICE MANAGEMENT** – Manages all aspects of 10,000 square foot office which houses 50 team members.

18. **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.