**Part-Time Office Manager**

**CASA for the Highland Lakes Area**

CASA for the Highland Lakes Area is a nonprofit organization that recruits, trains and supervises volunteers to serve as Guardians ad litem for child victims of abuse/neglect. These volunteer advocates report directly to the court on what is in the best interest of the children, who have been removed from their home and are in the legal custody of the State. This position supports the administrative functions of our organization.

Basic Function

Provides administrative support directly to the Executive Director and to the general office, as necessary. Reports directly to the Executive Director, or in the absence of the Executive Director, reports to the Program Director. This position insures that the administrative needs for the organization flow smoothly. Manages financial and donor data systems for the organization.

Duties and Responsibilities

1. Prepare monthly, quarterly and annual financial statements to meet requirements for Board, independent auditor, Texas CASA, grantors, foundations and other contributors.
2. Manage accounts payable, receivable, payroll and other fund functions and balances.
3. Process Requests for Reimbursement (RFR’s) on a monthly basis.
4. Manage QuickBooks entries and reporting needs.
5. Process payroll and payroll taxes on a bi-monthly basis and annually prepare W-2’s and W-3’s.
6. Manage data entry and reporting on donor database system. Insure donor information and contributions are accurate and up to date.
7. Keep accurate income/expense reports for major Board fundraising events. Prepare acknowledgement letters for all received contributions.
8. Work with Executive Director to track monthly expenses according to budget.
9. Take primary responsibility for phone and mail services.
10. Pay approved bills, prepare and make bank deposits per Texas CASA Standards.
11. Prepare acknowledgement letters for all contributions received, within two business days of receipt.
12. Manage building and utility needs, including phone and internet.
13. Manage personnel and board files in accordance with Texas CASA standards. Accurately track employees’ vacation/ time off schedule to insure that basic office functions are covered.
14. Manage common schedule and calendar.
15. Manage and prepare data, as requested for use in public presentations.
16. Assist Executive Director in preparation and mailing of periodic newsletters and other direct mail pieces.
17. Assist with weekly website updates, as needed.
18. Participate in CASA events and learning sessions throughout the year. Become a helpful and engaging presence for our Board and volunteers.
19. Assist the Executive Director with Grant Requests, as needed.
20. Special projects, as assigned by the Executive Director.

The Office Manager reports directly to the Executive Director. All CASA positions include “other duties as assigned.”

Qualifications

1. A minimum of 2 years of experience with general office procedures. Associates or Bachelor’s Degree in a field related to Bookkeeping/Accounting is preferred.
2. Experience in nonprofit bookkeeping is highly desired.
3. Good organizational skills and an ability to work accurately with numbers and statistical data.
4. Computer literacy with MS Office, Quickbooks and other computer programs.
5. Expertise in developing and maintaining various spreadsheets, along with other reporting mechanisms, to conduct analysis and provide reports.
6. Ability to maintain working relationships with volunteers and other case-related individuals and agencies including community professionals.
7. Ability to work both independently and as a member of a collaborative team.
8. Display personal and professional integrity at all times.
9. Must maintain confidentiality.
10. Must be 21 or older.
11. Must pass criminal background and reference checks.

Time Requirements:

20 hours per week with some overtime. Hours are negotiable, but will need to be between the hours of 8:30 and 5:00pm Monday through Friday, with some potential for overtime in order to meet organizational needs.