

# CASA KANE COUNTY

## EXECUTIVE ADMINISTRATOR JOB DESCRIPTION

### **General Description:**

The Executive Administrator is a professional who is knowledgeable, resourceful, flexible, and supportive, with accounting skills, strong organizational and documentation skills, and has the capacity to multi-task, be efficient and thorough with a positive attitude. The primary responsibilities are to support the executive director and also work with the CASA staff, board of directors, special committees, CASA/GAL volunteers and donors.

The Executive Administrator reports to the Executive Director and works with the directors and coordinators to manage the organizational financial reporting, bookkeeping, committee and board support and office administration.

### **History – Mission – Direction of the Organization:**

In 1977, a Seattle Superior Court Judge named David Soukup was concerned about trying to make decisions on behalf of abused and neglected children without enough information. He conceived the idea of appointing community volunteers to speak up for the best interests of these children in court. He made a request for volunteers; 50 citizens responded, and that was the start of the CASA movement.

Mission Statement: CASA Kane County is a nonprofit volunteer organization that advocates for the best interests of abused and neglected children within the Juvenile Court system.

CASA Kane County is 30 years old with 20 staff members, 20 Board of Directors, 40 Chairman Advisory Panel members and 200+ active CASA/GAL volunteers. As a Guardian ad Litem organization, we are appointed to 100% of all abuse/neglect and probate cases in Kane County!

### **Qualifications:**

The Executive Administrator should have the following qualifications, skills, and experience:

- Two-year degree from an accredited college or university preferred, but not required.
- Minimum of 5 years' experience working in an office environment in an administrative function to support the executive director, office personnel, board of directors and other special committees.
- High level of computer literacy and proficiency in MS Office Suite (Word, Excel, PowerPoint), Outlook, Sharepoint, various Internet browsers and database skills.
- Exceptional organizational skills.
- Strong communication (written and verbal) skills.
- Experience in basic accounting functions including payroll, accounts receivable and payables, and budget planning.
- Quickbooks experience required.
- Attention to detail with communication, documentation, and financial reporting.
- Ability to communicate (written and verbal) professionally with board members, donors, and judicial personnel.
- Ability to take initiative to make decisions/choices without direct supervision; analytical ability to find solutions to various administrative tasks and prioritize work.

- Considerable knowledge of modern office practices and procedures, correct English usage (grammar, spelling, punctuation), and basic arithmetic computations.
- Competency in the use and operation of standard office equipment (copiers, fax machines, postage meters, etc.).
- Ability to develop, implement and maintain effective office systems and procedures.
- Ability to respond to changing situations in a flexible manner in order to meet current needs including reprioritizing work as necessary.
- Complete assignments within established time frames.
- Nonprofit organization experience helpful.
- Commitment to CASA Kane County's goals and mission.

### **Responsibilities:**

#### **Board of Directors**

- Manages board of directors and related committees:
  - Manages and attends bi-monthly board meetings and prepares meeting packets and minutes.
  - Attends committee meetings and prepares meeting packets and minutes for the Executive Committee and other Board level Committees
  - Manages annual election of officers and board members.
  - Maintains board member personnel files including onboarding documents and all compliance requirements.
  - Works with Office Coordinator to prepare new board member orientation binders.
  - Works with Executive Director to manage annual board member self/program and executive director evaluations.
  - Maintains board and committee member contact lists.
  - Works with executive director to manage board composition and new member prospects.
  - Communicates information to the board members under the direction of the executive director.

#### **Accounting/Bookkeeping**

- Performs accounting functions with support of the CPA and audit firm including:
  - Enters all donations into the Donor Perfect database and works with the development team to manage Donor Perfect database program.
  - Manages acknowledgement correspondence (tax receipts) for events and all levels of giving.
  - Manages all accounts payables and receivables.
  - Manages weekly bank deposits and special event accounting functions.
  - Works with CPA firm to complete monthly reconciliation and preparation of financial statements.
  - Performs payroll functions for CASA employees (bi-weekly payroll and 403b contributions).
  - Works with executive director and BODs on budgeting processes at the end of the year.
  - Works with CPA firm and auditor to organize and prepare documentation (PBC List) for yearend audit reports and tax filings. Assists on-site auditor with annual audit report information including one to two days of onsite fieldwork.
  - Works with appropriate accounting firm to prepare the annual 403b 5500 plan reporting and filing.
  - Manages annual Federal and State tax reporting documents with auditor.
  - Manages endowment fund records; allocates revenue and deposits to appropriate accounts.

- Works with Executive Director and the Finance & Legal Committee to maintain all financial records and policy compliance.

### **Human Resources & Employee Benefits**

- Works with Executive Director to manage human resource functions such as new employee orientation, payroll and benefits, compliance requirements and file maintenance.
- Works with office coordinator to prepare new employee orientation binders and onboarding documents.
- Manages employee health insurance benefits plan with contract broker (Presidio).
- Manages employee vacation records and expense reporting.
- Maintains all CASA organizational documents, handbooks and policies and updates as required.
- Manages staff job descriptions and revisions.
- Works with executive director to monitor office procedures and implement new policies and office improvements.

### **Other**

- Works with Grants & Development Manager to provide financial information for grant reports and other required information.
- Works with office coordinator to maintain Outlook contact information and group lists for the board of directors and committees, vendors and other business contacts.
- Works with office coordinator to manage all office equipment including copiers, fax machine, postage meter, shredder and computers; works with contractors/vendors as needed for repairs.

### **Financial Overview:**

- Annual Budget for Organization: \$3,600,000. Organizations financial resources: foundation and corporate grants, special events, interest income, endowment income and earnings, annual contributions, and major gifts.

### **Benefits:**

- Performance Review Policy
- Vacation and Holiday Pay
- Health Insurance Plan
- Retirement Plan (403b) 3% match by CASA