



Job Announcement

Position: Operations Manager

Court Appointed Special Advocates (CASA) of Fresno & Madera Counties is a non-profit organization whose mission is to recruit, train, and support volunteers to advocate and speak for the best interests of foster children in the Child Welfare and Juvenile Court systems.

Position Goal:

CASA has an immediate opening for a full-time Operations Manager who will administer the operations function in supporting the organization's fulfillment of its mission to recruit, train and support volunteers to advocate and speak for the best interests of abused and neglected children in the Child Welfare and Juvenile Court systems.

Key Responsibilities:

1. Organizational Administration

- Assist in developing and administering the operations components of the annual plan.
- Assist in developing the annual budget and in exercising spending control related to the approved budget.
- Assist the Executive Director in advising the Board of Directors in setting operations related policies and goals through coordinating the work of the Operations Committee and attending the meetings of the Board of Directors.
- Enable the tracking of progress through maintaining the Quarterly Financial Report.
- Keep the Executive Director apprised of decisions to be made, issues to be resolved and weekly priorities through the Weekly Work Report and a weekly one on one meeting.

2. Finance

- Oversee the financial management system, planning and controls.
- Prepare monthly financial reports as requested by the Executive Director.
- Assist the Executive Director in creating the annual organizational budget and budget proposals to funders.
- Daily bookkeeping duties, including entering data into QuickBooks, managing accounts payable and receivable, preparing deposits and processing credit cards expenditures and payments.
- Prepare Payment Authorization forms and allocate expenses to grantors.
- Oversee grant budgets including preparing and submitting invoices as set out in each grant contract.
- Oversee monthly assessments and forecasts of organization's financial performance against budget, financial and operational goals.
- Monitor the organization's cash flow.
- Develop, maintain and monitor all fundraising event accounting systems and procedures.
- Prepare for and coordinate the annual financial audit and audits by various funders.

3. Human Resources

- Annually review and make recommendations to the Executive Director for improvement/changes to the organization's Human Resources policies, procedures and practices for employees.
- Assist the Executive Director with the implementation of the organization's annual performance review process.
- Manage the organization's payroll, including tabulation of accrued employee benefits.

- Administer employee benefits including annual open enrollment and communicating to employees their eligibility to enroll or any changes to the plans.
- Administer the recruitment process for new employees including interviewing, selection, background checks and orientation.
- Administer the application process and background check process for volunteer applicants.
- Provide current and prospective employees with information about policies, job duties, working conditions, wages, and opportunities for promotion and employee benefits.
- Maintain human resources personnel files for employees, advocates, board members and other volunteers.
- Assist the Executive Director with employee relations including problem-solving of employee issues.
- Conduct a biennial review of the organization's salary structure.

4. Facilities and Equipment

- Oversee the maintenance of the organization's facility and equipment including contracting with third-party vendors to complete work.
- Manage vendor relationships and review vendor contracts to determine effectiveness and efficiency.
- Manage the organization's storage area and ensure that closed files are maintained according the organization's records retention and destruction policy.

5. Other Administration

- Monitor and update the organization's Operations policy and procedure manual.
- Administer the procurement of supplies for the organization.
- Provide leadership, mentoring and direction to the employees in the Operations department.
- Recommend and monitor the organization's insurance policies.

Desired Minimum Qualifications

To successfully perform the essential functions of this position, the incumbent must have the following:

- Bachelor's degree, preferably in the area of Business or Management.
- Three-years of successful experience in office management, finance, or human resources. Previous non-profit experience is preferred.
- Strong observation, analytical and listening skills.
- Experience working in Financial Management and budget development.
- Ability to supervise and train others.
- Ability to organize, set priorities, take initiative and exercise sound, independent judgment within areas of responsibility.
- Good knowledge of personal computer operations and software including Microsoft Office and QuickBooks products.
- Ability to carry out assigned duties and responsibilities in an ethical manner and follow the organization's policies.
- Possess a valid California Driver License and successfully pass a formal background check.

Please send cover letter and resume to
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 1252 Fulton Mall
 Fresno, CA 93721
 or
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