



FISCAL & ADMINISTRATIVE COORDINATOR JOB DESCRIPTION

POSITION SUMMARY

Fiscal & Administrative Coordinator is responsible for the overall management of the fiscal needs of the organization, including payroll, payment of bills, accounting software, fiscal components of grant applications and reporting. This position also provides clerical and administrative support to the staff, volunteers and the organization. This includes, but is not limited to computer data entry, donation/donor management, database management, word processing, answering the phone, interacting with volunteers, website management, and overseeing other office organizational needs.

ACCOUNTABLE TO: Executive Director **SALARY:** \$16-18/HR. DOE 1.0 FTE 40 Hours Per Week

DUTIES INCLUDE: FISCAL MANAGEMENT

1. Manage long-term fiscal operations
2. Develop program annual budget in coordination with the Executive Director and Board Treasurer to propose to the Board of Directors in June of each year.
3. Develop and implement a long-range resource development plan.
 - Develop and maintain a donor base for both monetary and non-monetary resources.
 - Manage donor/master contact database Little Green Light.
 - Assist in preparing grant proposals and other funding applications and track, manage, and report grant expenditures.
4. Perform all payables and receivables in QuickBooks in coordination with Board Treasurer.
5. Oversee employee health insurance and retirement plans.
6. Oversee CASA Trust in coordination with Executive Director and Board of Directors.
7. Maintain and update CASA website.

ANNUAL LIGHT OF HOPE FUNDRAISING DINNER/AUCTION

1. Assist with overall timeline, budget, and administration of event.
2. Work with Event Chair, Executive Director, Board members and Committee volunteers to coordinate all aspects of event including; sponsorships, location, presenters, auctioneer, music, photography and videography, awards, live and silent auction items, raffle items, online and in person ticket sales, event web presence, social media presence, and media outreach.
3. Oversee all follow-up activities including invoicing, bill payment, and donor/sponsor recognition.

PROGRAM REPORTING

1. Submit quarterly reports for Supreme Court.
2. Submit 6 month reporting and stats for NCASA and NCASA grant reports.
3. Submit quarterly VOCA grant reports.
4. Attend annual grant meeting & report updates annually to Lewis & Clark County Commissioners.

CASA of Lewis & Clark and Broadwater Counties

PO Box 4865, Helena, MT 59604

PHONE: 406-457-0797

<https://casaoflcbwc.org>

ADMINISTRATIVE ASSISTANCE

1. Maintain Court Calendar, notify Advocates of court dates
2. Answer phone and greet people who visit the office
3. Organize, update, maintain program documents: Board information, Governance documents, NCASA Program Self-Assessment
4. Assist with production and distribution of newsletter
5. Oversee social media and website
6. Maintain office supply and equipment inventory

BOARD RELATIONS:

1. Attend CASA Board meetings when needed.
2. Update BOD section of the CASA website with previous meeting information and files.
3. Implement Board directives, policies, and procedures.
4. Perform other duties as assigned by the Board

QUALIFICATIONS:

1. Bachelor's Degree OR a minimum of 3 years' experience in non-profit administration, accounting, or business management preferred.
2. Demonstrate strong skills and/or experience in:
 - Financial management skills, including budget preparation, analysis, decision-making and reporting;
 - The ability to work cooperatively with diverse groups, both internally and in the community;
 - Knowledge of media and public relations;
 - Knowledge and understanding of child abuse and neglect, families in crisis, and other social services issues;
 - Commitment to CASA's goals and mission with a passion for the health and well-being of children.
 - Ability to successfully pass a formal background check
 - Valid Driver's License and current automobile insurance.

CASA provides equal employment opportunities to all applicants and employees based on qualifications and abilities without regard to race, color, creed, religion, sex, age, marital status, national origin, veteran status, disability, sexual orientation, or any other protected status. This policy applies to recruitment and placement, promotion, training, transfer, retention, rate of pay and all other details and conditions of employment.