

Operations Specialist

We are looking for an Operations Specialist who can support the mission of CASA of Travis County, by helping to ensure that logistical and administrative operations are accomplished with excellence, assuring accuracy, responsiveness and efficiency.

CASA of Travis County believes every child who's experienced abuse or neglect deserves to have a dedicated advocate speaking up for their best interest in court, at school, and in our community. To accomplish this, the team at CASA educates and empowers diverse community volunteers who ensure each child's needs remain a priority in an overburdened child welfare system. Through inclusive, honorable and respectful involvement with families, courts and all parties, CASA makes independent and educated recommendations that prioritize children's safety and, wherever possible, preserve connections to their families.

As the Operations Specialist, serve as a member of CASA's Human Resources and Operations team and act in accordance with CASA's internal operating principles. The Operations Specialist participates in execution of CASA's strategic priorities and essential functions in the following areas: facility management, financial management, and information technology. In addition, the Operations Specialist will have responsibilities for certain project and contract management in support of the organization's goals and will assist the Director of Human Resources & Operations (DHRO) in implementation of certain strategic initiatives.

At the end of your first year, success would mean you have assisted in streamlining processes, improved productivity within our team and implemented strategies to support all teams within the organization.

The Operations Specialist is a critical role to move CASA of Travis County towards meeting our vision of quality advocacy, a safe home and a promising future for every child in Travis County.

Use the following link to apply:

<https://www.paycomonline.net/v4/ats/web.php/jobs/ViewJobDetails?job=89578&clientkey=6134204B6AAD5458C5AEA1BC7AA3A526>

Responsibilities

1. Facility Management

- Manage office space requirements including seating assignments, computer equipment and phone set-up for all new and current staff.
- Oversee issuance and return of CASA property (keys, access cards, computers, etc.) when employees are hired or terminated.
- Ensure appropriate disposition of and access to email and digital files when employees are terminated.
- Develop and execute record retention plan for CASA in accordance with relevant regulations, ensuring compliance, as well as efficiency of space and investment.
- Manage the budget for office supplies, including the purchasing and stocking of supplies.

2. Financial Management

- Ensure execution of a timely, accurate and efficient accounts payable process including maintaining invoices, entering accounts payable into the accounting system and issuing checks, all in compliance with CASA's financial policies and internal controls.
- Prepare and ensure timely and accurate deposits of cash receipts, in compliance with CASA's financial policies and internal controls.
- Through collaboration with Advocacy Leadership, manage direct service program, including purchasing and approval process and management of inventory.

Seniority Level

Entry Level

Employment Type

Full-Time

Reports To

Director of Human Resources & Operations

Starting Salary

\$50,000 – \$53,000

- Allocate expenses every month to multiple grants in compliance with contracts for those grants.
- As requested or required, assist in preparation for annual independent audit and/or periodic monitoring visits by grantors.
- Maintain inventory of CASA's physical assets in compliance with CASA's financial policies.

3. Information Technology

- As requested, assist staff members with general ad hoc IT troubleshooting.
- Manage and support new technology set up and the disposal of outdated technology with our IT provider.
- Maintain effective communication with telecommunications, internet and IT services providers. Look for and make recommendations about improvements that enhance effectiveness and/or increase efficiency.
- Support ongoing technology-related training program for new and existing staff.
- Actively seek ways to improve the organization's strategic use of existing and new IT resources.

4. Other Duties and Responsibilities

- Oversee and manage the back-up coverage of the Front Desk, as well as provide coverage for up to 16 hours per week.
- Assist in keeping regular agency/financial documents up-to-date and accurate, including 501(c)(3) certificate, Secretary of State certificates and reports, IRS Form W9, Texas Workforce Commission reports, U.S. Department of Labor reports, and others as required.
- Assist with fundraising events.

Qualifications

- Bachelor's degree and/or 4 years of directly related experience.
- 1 year of experience in bookkeeping.
- Advanced computer skills and high degree of proficiency in Excel, Word and Outlook.
- Excellent communication skills, both oral and written.
- Demonstrated ability to juggle multiple projects with attention to detail and accuracy while adhering to deadlines in a fast-paced environment.
- Demonstrated ability to exercise good judgment and discretion; strong ethical character capable of handling confidential and financial information.
- Commitment to CASA's mission, vision, values and operating principles.
- Ability to work collaboratively, flexibly and positively with other CASA of Travis County staff members, board members and volunteers.

Preferred Qualifications

- Strong initiative and ability to perform a wide range of duties.
- Demonstrated experience with human resources and payroll.
- Demonstrated experience in using MIP.
- Knowledge of nonprofit grants billing and management.

Physical Requirements and Work Environment

The Operations Specialist will spend some time in the office that could involve intermittent physical activities including bending, reaching, sitting and walking during working hours. Additionally, it is anticipated that the person may spend several hours of each day seated at a personal computer. Reasonable accommodations may be made to enable a person with physical disabilities to perform the job.