



# Memphis Child Advocacy Center

## JOB POSTING: Administrative Director

**Basic Function:** This position plans, directs, manages, oversees, and executes the accounting/finance, human resources, facility maintenance, and IT functions of the agency including the management of staff and associated vendors/contractors. This includes ensuring sound internal controls, optimal fiscal policies, and operational best practices. Includes direct hiring, supervision and performance of staff and vendors/contractors within the areas of responsibility. This position is a member of the Leadership Team responsible for working collaboratively with peers in strategic planning, overall agency oversight, budget preparation and management and board engagement.

### **Responsibilities:**

#### **Accounting & Finance:**

- Manages the development and oversight of the annual budget process in collaboration with board, staff and accounting firm
- Conduct audit of current financial processes and procedures and refine as needed
- Ensures financial statements produced by accounting firm are reviewed monthly for accuracy; analyzes statements for budget compliance, and makes recommendations for efficiencies and cost savings
- Oversee and negotiate vendor contracts, and process vendor billing
- Ensure appropriate payroll processes are in place and accurate payroll is processed
- Ensure accurate financial information is provided to accounting firm for posting to the general ledger
- Ensure all accounts payable and receivable are processed accurately and timely
- Ensure CAC staff has appropriate financial acumen to manage department finances appropriately
- Manage the annual external audit process
- Provide counsel to the Board of Directors and specifically the Finance Committee

#### **Human Resources:**

- Ensures up to date human resource policies and employee handbook
- Develops and implements appropriate employee benefits programs
- Provides orientation for all new employees and leads creation of comprehensive onboarding process
- Oversees and conducts periodic review of compensation programs to ensure compensation equity and competitiveness
- Reviews and oversees the creation of all job descriptions and ensure that all staff have current signed, accurate job descriptions in their file
- Creates, implements, and manages the performance evaluation process
- Ensures legal and ethical compliance with all local, state and federal laws and regulations with hiring, terminating and performance management protocols
- Oversee and negotiate vendor contracts, and process vendor billing

#### **Facility Management:**

- Responsible for facility management and on-going facility development
- Supervise the current facilities management contractor
- Oversee and negotiate vendor contracts, and process vendor billing

- Oversees and ensures the proper operation, care, and replacement of all property of agency--equipment, furniture, buildings, etc.
- Oversee construction projects
- Creates and manages a capital budget
- Ensures appropriate risk management processes are in place

**Information Technology:**

- Develops and oversees the execution of the agency technology plan in cooperation with third party vendor
- Oversee and negotiate vendor contracts, and process vendor billing
- **Performs other duties as assigned**

**Supervision received from:** Executive Director

**Classification:** Exempt

**Position qualifications:** Bachelor’s Degree or Equivalent required in Business Administration or related degree (with an emphasis in accounting or human resources preferred). Minimum 5 years experience in accounting and/or human resources. Minimum 5 years of management/supervisory experience. Previous work experience in not for profit preferred. Previous experience in facility maintenance management, construction or similar preferred. Strong technology orientation. Excellent written and verbal communication skills. Ability to prioritize and problem solve. Ability to work independently. Ability to manage multiple priorities. Strong time/personal management skills. Excellent interpersonal skills. Strong detail orientation. Strong math skills. Demonstrated computer experience and proficiency with Microsoft Office Suite—especially Outlook, Word, Excel, and PowerPoint. Knowledge and experience operating standard office equipment. Flexible nature and ability to work under pressure and manage shifting priorities under competing deadlines. Strong collaboration skills; ability to create and maintain cross-functional teams.

**Training Requirements:** A minimum of 12-hours in-service training is required. Attendance at conferences and workshops may be included as part of the 12-hour minimum. Six hours of annual training must be provided by sources outside of the agency. Three hours of cultural competency training is required annually.

**Applications will be accepted until May 31, 2017 or until candidate is identified. Send cover letter and resume to Virginia Stallworth, Executive Director at [apply@MemphisCAC.org](mailto:apply@MemphisCAC.org).**

The Memphis Child Advocacy Center serves children who are victims of sexual and physical abuse through prevention, intervention, and education.

Our vision is a community where children are safe, families are strong, and victims become children again.

The Memphis Child Advocacy Center is an equal opportunity/equal access employer.