Job Description
Administrative and Operations Manager

Supervisor: Executive Director

General Summary: Assist the Administrative Staff in the day-to-day operations of the Advocacy Center by providing administrative, human resources, operations and other management support services.

Specific Duties and Responsibilities:

1. Prepare for and participate in regular supervision with the Executive Director to coordinate, schedule and prioritize activities.

2. Assist Executive Director in preparing packet for the Board of Directors meetings. Send notices to Board Members as needed.

3. Receive and store agency records including, but not limited to, financial and tax records, minutes/supportive documents for the Board of Directors, personnel files.

4. Generate accounts payable and payroll checks using QuickBooks. Update vendor, employee and general ledger account information as required.

5. Prepare and maintain a file of accounts payable invoices with a check register monthly.

6. Prepare billings and check requests pertaining to Sexual Assault Forensic Examinations, Pediatric Sexual Assault Examinations and Sexual Assault Forensic Examiners on-call hours. Maintain the Sexual Assault Forensic Examination and Pediatric Sexual Assault Examination database.

7. Coordinate with Executive Director and Program Directors to onboard new employees.

8. Maintain personnel files. Oversee the agency personnel benefits program. Compute and keep records of paid time off and sick leave for part-time employees. Monitor and update training records as needed.

9. Receive and relay any human resources concerns or complaints to the Executive Director or the Board as appropriate.

10. Maintain current job descriptions for the agency.

11. Oversee maintenance and train personnel in the use of telephone system, copiers, postage meter and all other office equipment.

12. Maintain agency forms, handbooks, operating procedure manuals, agency mailing lists, staff lists, and phone lists.

13. Maintain computerized information system for the agency and serve as a computer system coordinator including hardware, software and e-mail systems. Keep record of passwords for all employees. Maintain and problem solve network timesheets. Assist employees in resolving computer related issues.

14. Obtain bids and make approved purchases of office supplies, furniture, equipment and other items as necessary. Maintain the office supply inventory and issue supplies as needed.

15. Maintain the physical assets/equipment inventory database.

16. Oversee equipment and maintenance/service contracts. File and maintain records of all warranties.

17. Post outgoing mail daily.

18. Prepare bank deposits in QuickBooks as necessary.

19. Perform other duties as assigned by the Administrative Staff.

Qualifications: Prefer college graduate; but will accept experience in clerical and office management with courses in business practices and typing, and with advanced computer skills, bookkeeping skills, and knowledge of agency contracts and procedures.

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 Other Skills and Requirements:
- Proficiency in Microsoft Word and Excel is required.
- Experience with Quickbooks is preferred.
- Must communicate well and function responsibly in a team setting and independently.
- Must demonstrate awareness of and a commitment to culturally competent and sensitive practice.
- Commitment to the goals and objectives of the Advocacy Center
- Must be able to pass a criminal background check by the Texas Department of Public Safety
- Must have a valid Texas Driver's License

Application Instructions
If you would like to apply for this position please email the following items to the Interim Executive Director, Aleigh Ascherl, at aascherl@advocacycntr.org
1. Cover Letter
2. Resume
3. 3 Professional References