

CASA of Denton County, Inc.
Job Description: Operations Manager

Classification: Exempt Full-time Position
Reports to: Executive Director

Qualifications:

- ☐ Associate's degree in accounting or finance, or two years equivalent experience.
- ☐ Two years bookkeeping experience, including QuickBooks, preferably with a non-profit.
- ☐ Financial management of grants experience preferred.
- ☐ General office experience required.
- ☐ Professional oral and written communication skills.
- ☐ Computer literate with Microsoft Office, QuickBooks Online, and database management programs.
- ☐ Ability to maintain confidentiality and discretion.

Responsibilities:

- ☐ Train and supervise administrative assistant.
- ☐ Be familiar with and perform administrative assistant duties when needed.
- ☐ Operational duties including liaison with vendors including property managers, insurance agent, and IT.
- ☐ Oversee background check process for staff and board members.
- ☐ Work closely with contract accountant for maintenance of financial records.
- ☐ Oversight as needed for purchasing and bookkeeping, including:
 - bid process for capital purchases
 - work with ED to create annual budget
 - attend all Finance Committee meetings
 - accounts receivable, including grant reimbursement requests
 - accounts payable, including check requisitions and petty cash
 - payroll service, serving as primary contact
 - tax reporting compliance
 - tracking of grant funding and expenditures, set and maintain grant allocations
 - oversight of bank and investment accounts
 - data gathering for annual audit
 - banking relationships including keeping signature cards updated
 - oversight of capital equipment, office equipment and inventory.
- ☐ Responsible for some human resources functions, including:
 - oversight with Executive Director of employee benefits
 - coordinating with payroll system provider for outsourced benefits
 - ensure compliance with required staff documents
 - assisting new employees with onboarding
 - maintaining relationship with TPA for benefits and 401K administration.
- ☐ Oversee maintenance of files kept according to records retention policies.
- ☐ Other duties as assigned by the Executive Director.

Conditions of Employment

- ☐ Flexible schedule includes regular office hours and rare evening or weekend work.
- ☐ Must have daily transportation to conduct CASA business.
- ☐ Must provide proof of auto insurance.
- ☐ Must pass a series of background checks including credit history and FBI fingerprint check.
- ☐ Participate in continuing education opportunities relevant to this position.

Revised 10/2025