

CASA of Denton County, Inc.

Job Description: Operations Assistant

Classification: Full Time, Non-Exempt

Reports to: Operations Manager

Qualifications:

- ☐ General office experience
- ☐ Bookkeeping experience a must
- ☐ Professional oral and written communication skills
- ☐ Ability to interact cooperatively with diverse populations and different personalities, including assisting various staff members with a wide range of different tasks and prioritizing time usage accordingly
- ☐ Computer literate with Microsoft Office, Quickbooks (online version), and familiarity with database products
- ☐ Ability to maintain confidentiality and discretion

Responsibilities:

- * Bookkeeping duties including weekly entering of debit, ACH and credit card charges into QuickBooks and deposits into Donor Database and syncing to Quickbooks. Assisting in reconciling Special Event income and expenses. Taking checks to the bank weekly.
- * Review and enter Volunteer Travel Reimbursements into TX CASA online data management system.
- * Gather and manage data necessary for grant reports, including statistics and budget information.
- * Gather and review paperwork required for Annual Audit.
- * Record, distribute and keep minutes of all staff meetings.
- * Maintain and monitor Administrative Calendar, Staff Calendar, and Staff Evaluation schedule to ensure compliance.
- * Greet guests and assist callers as needed.
- * Work with vendors including routine maintenance and/or maintenance calls for equipment including copiers, postage meter, IT, phone service, and building maintenance.
- * Maintain agency files as needed.
- * Maintain agency activity calendars, oversee room reservation and other aspects of meeting planning, ordering meals for meetings and classes, and assist in cleanup.
- * Maintain inventory of office and building supplies with monthly ordering, assistance with Capital and Grant purchasing of equipment, including gathering bids when necessary.
- * Conduct one annual asset inventory including furniture and computer equipment.
- * Participate in continuing education opportunities relevant to this position.
- * Other duties as assigned by the Operations Manager.

Conditions of Employment

- * Maintain regular office hours with some flexibility.
- * Must have transportation for making bank deposits and picking up supplies, etc.
- * Light bending and lifting for some office work - storing or moving supplies, etc.