



TESSA JOB DESCRIPTION

JOB TITLE: Main Office Admin & Accounting Manager
REPORT TO: Director of Finance & Operations
TIME REQUIREMENT: 40 hours a week

SYNOPSIS: Supports director with administrative functions including accounting, facilities, HR administration, and records management.

RESPONSIBILITIES:

Accounting & Administrative

- Supports coordination of annual financial audit by external CPA firm
- Support with compliance with all regulatory requirements for financial reporting from various government agencies and funders
- Maintain efficient administrative and personnel related filing systems
- Collect payment and maintain payment records for program services
- Enter client records in a timely and accurate manner into the database
- Utilize computer skills to prepare memos, letters and various correspondence
- Cash deposits
- Coordinate staff conference registrations
- Ensure administrative requests are completed in a timely manner
- Supervise offsite storage and destruction of client files as required
- Responsible for all new employee paperwork including benefits
- Responsible for providing orientation, on-boarding and exit interview paperwork
- Train new staff on administrative processes including using the automated timesheet and check requests
- Responsible for fulfilling Colorado and Federal labor Law posting requirements.
- Assist with projects as necessary
- Ensures compliance with and supports internal financial controls and updated accounting policies and procedures
- Completes biweekly payroll and completes all required payroll reports
- Maintains detailed records of assigned grants: separate accounting records of expenses, cash transfers, budgetary categories and financial reporting to regulatory agencies.
- Special projects may include developing automated processes for the tracking of grant reporting, client statistics, payroll and other data compilation.
- Advise the Finance and Operations Director of financial issues or concerns.
- Participates in the Finance Committee meeting as needed.
- Prepare reports as requested by the Finance and Operations Director, including weekly cash flow reports.

Operations/Facilities Management

- Responsible for contracting janitorial, printing and other vendor services
- Responsible for maintaining accurate records of equipment and systems ensuring appropriate preventive maintenance and repairs
- Assist with facility and space planning to ensure coordination of code, fire and building inspections as well as space planning and resource management for effective, well-coordinated facility moves



- Responsible for main office building maintenance and main POC with Myron Stratton Home maintenance
- Assist and coordinate, when necessary, safe house building maintenance
- Assist with office supply inventory and group purchasing vendor relationship
- Coordinate household maintenance and repairs including, requesting, obtaining bids and coordinating any necessary repairs
- Responsible for weekly/monthly cleaning of Safe house (deep cleaning carpets, tile, etc.,)
- Coordinate vendors to ensure optimal facilities maintenance in accordance with contract specification and agency standards
- Responsible for planning and coordinating the use of the facilities (Conference rooms and PIH rooms)
- Coordinate, track and monitor inventory of agency equipment and supplies (e.g. keys, custodial supplies, parts/materials for vehicle and equipment repaid) to ensure accurate tracking and timely availability
- Ensuring compliance with OSHA standards for evacuation plans
- Schedule fire code inspections

Cultural Inclusivity

- Recognize that we hold attitudes and beliefs that can detrimentally influence our perceptions of and interactions with individuals who are diverse from ourselves
- Recognize the importance of multicultural sensitivity, responsiveness to, knowledge of, and understanding about diversity
- Apply the principles of multiculturalism and diversity in training and staff development
- Apply culturally appropriate skills in all interactions with clients, co-workers, volunteers, partner agencies, and other community members
- Use organizational change processes to support culturally informed organizational policies & procedures

Other

- Commit to TESSA's organizational mission, vision, and operating philosophy
- Attend staff, other relevant meetings, trainings, and in-services as assigned
- Other duties and projects as requested by supervisor and/or Executive Director

QUALIFICATIONS AND REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- BA or BS degree in accounting or business-related degree
- Two years relevant experience; equivalent combination of education and/or experience may be considered
- Excellent organizational, communication (verbal and written), problem solving, listening and inter-personal skills
- Attention to detail and the ability to empathize, encourage and guide
- Knowledgeable and proficient computer skills
- Valid driver's license and car insurance
- Must be willing to complete background checks
- Ability to read, write and speak English
- Fluency in Spanish preferred
- Displays a positive attitude, works well with others, and accepts direction well.
- Able to work well in stressful and emotionally taxing circumstances and engage in effective self care.



- Able to independently use a computer for word documents, spreadsheets, presentations, email, internet research, data entry and data management.
- Possess vision and hearing sufficient to work on a computer, on the telephone and in person.
- Ability to lift 50lbs, intermittently.

TESSA is an equal opportunity employer.

To Apply Please Visit

www.TESSAcs.org/about-tessa/employment

Applications will begin being reviewed on Nov. 1st.