

Operations Specialist

We are looking for an Operations Specialist who can support the mission of CASA of Travis County, by helping to ensure that logistical and administrative operations are accomplished with excellence, assuring accuracy, responsiveness and efficiency.

CASA of Travis County believes every child who's experienced abuse or neglect deserves to have a dedicated advocate speaking up for their best interest in court, at school, and in our community. To accomplish this, the team at CASA educates and empowers community volunteers who ensure each child's needs remain a priority in an overburdened child welfare system. Through honorable and respectful involvement with families, courts and all parties, CASA makes independent and educated recommendations that prioritize children's safety and, wherever possible, preserve connections to their families.

As the Operations Specialist, serve as a member of CASA's Human Resources and Operations team and act in accordance with CASA's internal operating principles. The Operations Specialist participates in execution of CASA's strategic priorities and essential functions in the following areas: facility management, financial management, and information technology. In addition, the Operations Specialist will have responsibilities for certain project and contract management in support of the organization's goals and will assist the Director of Human Resources & Operations (DHRO) in implementation of certain strategic initiatives.

At the end of your first year, success would mean you have assisted in streamlining processes, improved productivity within our team and implemented strategies to support all teams within the organization.

The Operations Specialist is a critical role to move CASA of Travis County towards meeting our vision of quality advocacy, a safe home and a promising future for every child in Travis County.

Seniority Level

Entry Level

Employment Type

Full-Time

Reports To

Director of Human Resources & Operations

Starting Salary

\$50,000 - \$53,000

Apply at:

<https://www.paycomonline.net/v4/ats/web.php/portal/6134204B6AAD5458C5AEA1BC7AA3A526/jobs/171142>

Responsibilities

1. Facility Management

- Manage office space requirements including seating assignments, computer equipment and phone set-up for all new and current staff.
- Ensure smooth transition of workspace as staff change positions or offices, and as CASA reconfigures work areas.
- Coordinate with training staff to ensure that training space is equipped and provisioned for in-person training.
- Oversee issuance and return of CASA property (keys, access cards, computers, etc.) when employees are hired or terminated.
- Ensure appropriate disposition of and access to email and digital files when employees are terminated.
- Develop and execute record retention plan for CASA in accordance with relevant regulations, ensuring compliance, as well as efficiency of space and investment.
- Maintain the inventory of building access cards and suite keys.
- Oversee process of ensuring adequate and appropriate postage and office supplies for CASA's work environment.
- Manage the budget for office supplies, including the purchasing and stocking of supplies.

2. Financial Management

- Ensure execution of a timely, accurate and efficient accounts payable process including maintaining invoices, entering accounts payable into the accounting system and issuing checks, all in compliance with CASA's financial policies and internal controls.
- Prepare and ensure timely and accurate deposits of cash receipts, in compliance with CASA's financial policies and internal controls.
- Through collaboration with Advocacy leadership, manage direct service program, including purchasing and approval process and management of inventory.
- Allocate expenses every month to multiple grants in compliance with contracts for those grants.
- Together with the DHRO, Sr. Director of Administration and Controller maintain compliance with grant and contract requirements as well as with annual financial audit.
- As requested or required, assist in preparation for annual independent audit and/or periodic monitoring visits by grantors.
- Maintain inventory of CASA's physical assets in compliance with CASA's financial policies.
- Participate with DHRO, Sr. Director of Administration and Controller in looking for efficiencies in our financial operations and making recommendations for needed adjustments in financial policies and/or internal controls.
- As requested or required, assist with preparation of organization's budget.

3. Information Technology

- As requested, assist staff members with general ad hoc IT troubleshooting.
- Manage and support new technology set up and the disposal of outdated technology with our IT provider.
- Maintain effective communication with telecommunications, internet and IT services providers. Look for and make recommendations about improvements that enhance effectiveness and/or increase efficiency.
- Support ongoing technology-related training program for new and existing staff.
- Actively seek ways to improve the organization's strategic use of existing and new IT resources.

4. Other Duties and Responsibilities

- Ensure timely and accurate collection and tracking of required staff documents.
- In collaboration with other staff as appropriate, manage projects and/or contracts that serve to increase effectiveness and efficiency or to otherwise advance CASA's mission or strategic priorities.
- Assist in keeping regular agency/financial documents up-to-date and accurate, including 501(c)(3) certificate, Secretary of State certificates and reports, IRS Form W9, Texas Workforce Commission reports, U.S. Department of Labor reports, and others as required.
- Coordinate with Advancement staff, Director of Grants and Contracts, and the Controller, as needed to successfully meet internal grant and event deadlines and month-end and year-end deadlines.
- Assist with fundraising events.

Qualifications

- Bachelor's degree and/or 4 years of directly related experience.
- 1 year of experience in bookkeeping.
- Advanced computer skills and high degree of proficiency in Excel, Word and Outlook.
- Excellent communication skills, both oral and written.
- Demonstrated ability to juggle multiple projects with attention to detail and accuracy while adhering to deadlines in a fast-paced environment.
- Demonstrated ability to exercise good judgment and discretion; strong ethical character capable of handling confidential and financial information.
- Commitment to CASA's mission, vision, values and operating principles.
- Ability to work collaboratively, flexibly and positively with other CASA of Travis County staff members, board members and volunteers.

Preferred Qualifications

- Strong initiative and ability to perform a wide range of duties.
- Demonstrated experience in using Momentive software.
- Knowledge of nonprofit grants billing and management.

Physical Requirements and Work Environment

The Operations Specialist will spend some time in the office that could involve intermittent physical activities including bending, reaching, sitting and walking during working hours. Additionally, it is anticipated that the person may spend several hours of each day seated at a personal computer. Reasonable accommodations may be made to enable a person with physical disabilities to perform the job.

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CASA of Travis County will not employ anyone who has ever been charged with a felony or misdemeanor involving a sex offense, violent act, child abuse or neglect, or related acts that would pose risks to children. Additionally, CASA will comply with requirements of Texas CASA, National CASA, the Office of the Texas Attorney General or other legal requirements in determining whether an applicant's background check is satisfactory for employment.