

JOB DESCRIPTION

Title: Director of Administration
Classification: Regular, Full-time. Exempt.
Supervisor: Executive Director
Travel: Possibility of up to 10% travel with some overnight stays.
Requirement: Must be able to lift up to sixty (60) pounds.

GENERAL DESCRIPTION

Oversee administrative and fiscal functions of TACAA, including planning, implementing, staffing, and leading appropriate activities and tasks in accordance with applicable regulations, contractual obligations and the policies and procedures of the organization.

DUTIES

1. Develop, maintain and implement agency administrative, fiscal, personnel, travel and fraud risk assessment policies and procedures.
2. In coordination with committee and staff, plan and oversee logistics for annual conference and quarterly Board & Committee meetings. Negotiate and secure contracts for meeting facilities and room block.
3. Oversee the collection, maintenance and disposal of agency records, both electronic and paper. Responsible for regular maintenance of agency central filing system to include: fiscal records, permanent records, grant-related files, association events, etc. Responsible for keeping office inventory records up to date.
4. Review, evaluate and make recommendations for retirement plan benefit and all personnel and agency insurance coverages. Ensure coverage is maintained.
5. Prepare annual agency budget and year end analysis of all funding streams. May be required to prepare other financial analysis as needed.
6. Oversee internal controls and fiscal processes to include: accounts payable and receivable, receipting and depositing income, procurement, and management of Travel & Emergency bank account, and work closely with outsourced accountant. Take prompt corrective action when necessary. Track and reconcile all income and expenditures and prepare expenditure projections on monthly basis. In coordination with executive director and/or treasurer, manage company bank accounts, investments and CDs.
7. Coordinate and oversee annual fiscal audit process and preparation of IRS Form 990.

8. Prepare and submit claims, fiscal reports, and budget amendments for government awards. Ensure compliance with funders and applicable regulations and that programs operate within approved budgetary and contractual parameters. Provide information and support to monitors and respond to special requests from funding sources as needed.
9. Ensure IRS forms W-2, W-3, 1099, 1096, 941, 990 and 5500, TWC Employer's Quarterly reports and any other applicable reports / forms are timely filed and stored electronically on agency server with hard copy maintained on file. Track compliance and respond to requests for information and/or resolve problems as they arise.
10. Secure IT consultant and serve as liaison.
11. Administer office computers/network and peripherals: research and purchase necessary hardware and software; troubleshoot and resolve problems; and support other staff with information technology needs.
12. Administer and manage agency Internet and e-mail accounts and service. Respond promptly to problems, and coordinate with IT consultant.
13. Responsible for updating the website as instructed and drafting content for social media platforms once a week.
14. Create and distribute monthly e-update containing pertinent information and upcoming events for partner agencies.
15. Draft press releases, outreach and crisis communication as needed.
16. Support Board and Committees by serving as resource on agency administrative and fiscal operations.
17. Develop, update and maintain Human Resource forms.
18. Assist with the processing of new hires and change of benefits and other Human Resource forms for existing employees.
19. Assist with TACAA's membership drive and maintenance of membership records.
20. In the event of an office relocation, assist with securing new space and coordinating move.
21. Assist with TACAA membership services and general office duties, including answering the phones, making copies, etc.
22. Other duties as assigned.

Received by (*Signature*)

Date