



Job Description: Operations Coordinator

Summary: This position will assist in the planning and executing of accounting/finance, human resources, facility maintenance, IT and front desk reception functions of the agency to help ensure sound internal controls, optimal fiscal policies, and operational best practices.

Responsibilities/Duties:

Accounting & Finance

- Assists in the development of the annual budget process in collaboration with the Director of Operations, board, staff, and accounting firm
- Ensures financial statements produced by accounting firm are reviewed monthly for accuracy; analyzes statements for budget compliance, and makes recommendations for efficiencies and cost savings
- Assists in ensuring accurate payroll is processed
- Reviews invoices, processes accounts payables and receivables and resolves any disputes
- Ensures accurate financial information is provided to accounting firm for posting to the general ledger
- Ensures documentation of allowable, allocable, reasonable & consistently applied – expenses are tracked separately for grants
- Assists in the preparation and submission of fiscal information for grantor audits, monitoring reports, licensure review and grant renewals

Human Resources

- Assists in the recruitment, hiring and on-boarding of CAC staff
- Ensures human resource policies, procedures and employee handbook are updated
- Ensures that all staff have current signed, accurate job descriptions in their file
- Maintains personnel files – ensuring files are complete with background checks, training logs, performance evaluations, etc.
- Coordinates HR related staff requests and needs

Operations and Facility Management

- Assists with facility management and on-going facility development, including ensuring the proper operation, care, and replacement of all property of agency equipment, furniture, buildings etc. Order supplies as needed
- Coordinates building, grounds and tenant requests.
- Ensures buildings and grounds are clean and fully functioning
- Reviews recurring vendors for cost, service delivery and productivity analyses

Information Technology:

- Assists in the development and execution of the agency technology plan and monitors the services of the third-party vendor
- Coordinates fulfillment of staff IT requests

Performs other duties as assigned.

Position qualifications:

- Bachelor's Degree or Equivalent required in Business Administration or related degree (with an emphasis in finance/accounting preferred)
- Minimum 3 years' experience in accounting, finance and/or administrative coordination
- Previous work experience in not for profit preferred

- Strong technology orientation
- Excellent written and verbal communication skills
- Excellent interpersonal skills
- Strong detail orientation
- Demonstrated computer experience and proficiency with Microsoft Office Suite - especially Outlook, Word, Excel, and PowerPoint
- Knowledge and experience operating standard office equipment
- Flexible nature and ability to work under pressure and manage shifting priorities under competing deadlines
- Strong collaboration skills: ability to create and maintain cross-functional teams

Training Requirements:

- A minimum of 12-hours In-service training is required
- Attendance at conferences and workshops may be Included as part of the 12-hour minimum
- Six hours of annual training must be provided by sources outside of the agency
- Three hours of cultural competency training is required annually

Supervisor: Director of Operations

Classification: Exempt

Salary Range: \$50,000

Applications will be accepted until final candidates are identified. Send cover letter, resume and list of 3 professional references to Rajah Brown, Director of Operations at apply@MemphisCAC.org with the subject line: Operations.

The Memphis Child Advocacy Center serves children who are victims of sexual and physical abuse through prevention, intervention, and education. Our vision is a community where children are safe, families are strong, and victims become Children again.

The Memphis Child Advocacy Center is an equal opportunity/equal access employer.