

# **TEXAS CASA, INC.**

## **Chief Administrative Officer**

Last Updated: 12/14/2011

### **Employee:**

**LINE OF AUTHORITY:** The Chief Administrative Officer reports directly to the Chief Executive Officer (CEO).

### **POSITIONS SUPERVISED:**

- Conference and Meeting Planner
- Business Operations Manager
- Administrative Assistant (1)
- Data Manager
- Receptionist/Administrative Assistant
- Accounting/IT/HR Assistant

**PURPOSE OF JOB:** The Chief Administrative Officer (CAO) is a leader in providing direction and management of Texas CASA consistent with the vision of the CEO. The CAO works with fellow team leaders in providing the highest quality of non profit management and strategic direction. Areas of day to day responsibilities include: quality of work place environment, human resources development, financial management, organizational risk management and building maintenance.

### **ESSENTIAL FUNCTIONS:**

#### **Leadership**

1. Provide leadership to the organization by sharing responsibility with other staff in bringing excellence to all of Texas CASA activities. This includes participating fully in quality improvement meetings and other problem solving and improvement efforts.
2. Provide on going feedback on the Texas CASA strategic plan to ensure it operates as a dynamic guide to the operations of the organization.

#### **Human Resource Management**

1. Collaborate with managers on professional development and organizational effectiveness of all staff.
2. Ensure a workplace environment that promotes the organization's values and high morale and be a resource for individual staff members as appropriate.
3. Oversee the human resource functions for the organization including the process for hiring, training, performance evaluations and disciplinary actions.

4. Ensure appropriate job description and salary scales for all staff members
5. Ensure compliance with federal and state wage and labor laws; provide oversight for employee benefit programs.

### **Financial Management**

1. Assist in the effective management of organization's resources.
2. Ensure adherence to appropriate written accounting/operating policies, procedures, and processes related to the accounting system and ensure accurate and timely financial reporting in accordance with those accounting practices.
3. Ensure compliance for all financial reporting and regulatory filings with the IRS, State Comptroller, Texas Workforce Commission and other regulatory agencies.
4. Coordinate the development of the annual Texas CASA budget.
5. Act as staff liaison for board of director committees as assigned by the CEO.
6. Oversee compliance with all grant requirements including budgets for all grants where Texas CASA, Inc. is the grantee.

### **Supervisory**

1. As a supervisor of staff provide:
  - The resources and support necessary for your staff to excel.
  - Appropriate direction and performance review as indicated by Texas CASA, Inc. policies.
  - Information, in a timely manner, about Texas CASA, Inc. policies and activities as appropriate and as obtained from other CASA staff, the CEO and the board of directors.
2. Provide and ensure high customer relations' standards in dealing with fellow employees, the CASA Network, and supporting organizations.

### **Organizational Management**

1. Ensure implementation of risk management practices including the securing of effective and appropriate insurance policies and implementation of document retention policies.
2. Manage the building needs, infrastructure and services.
3. Maintain safe and efficient working environment.
4. Manage the IT Systems.

### **NON ESSENTIAL FUNCTIONS:**

1. Analyze current processes and procedures and make recommendations to improve efficiencies and quality of services and programs.
2. Perform all other duties and complete special projects as assigned by CEO.
3. Assist executive directors of local programs with financial and human resources matters.

### **KNOWLEDGE, SKILLS & ABILITIES (KSAs):**

- A working understanding of human resources management.

- A solid understanding of financial and grant management.
- Ability to delegate authority and responsibility to appropriate staff members.
- Strong management, leadership, and organizational skills with attention to detail and process.
- Ability to communicate clearly and effectively both orally and in writing.
- Ability to interact with all levels of staff, departments, management, including the board of directors, and business vendors.
- Ability to motivate and support staff toward successful completion of tasks, projects, and career goals.

**REQUIRED QUALIFICATIONS:**

- Bachelor's degree in business administration or related field.
- 5 years of senior level management experience.
- Non-profit fund management and accounting experience preferred.
- Experience with federal, state and private foundation grant management.

**FLSA STATUS:**

Exempt