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| Children’s Advocacy Center of the Coastal Bend |  |

# Position Title: Administrative Assistant / Bookkeeper

Reports to:Executive Director

Exemption Status:Exempt

Location: 5959 S. Staples, Suite 228 Corpus Christi, TX 78413

General Description

Under direction, is responsible for performing a wide variety of professional administrative duties in support of the Executive Director and provides financial support services for the organization, ensures compliance with financial reporting requirements, coordinates financial reporting and requests for reimbursement for multiple grants and contracts, and oversees facility operations

Administrative Services

* Prepare appropriate documentation of all revenue sources and all in-kind sources including Hope Closet supplies, volunteer hours, travel, and food
* Prepare, code invoices for approval
* Print checks for payment of invoices and reimbursements
* Reconcile bills and prepare monthly billings for all funding sources
* Process payroll and ensure accurate and timely compliance with all IRS and government regulations in regard to taxes and contribution acknowledgements
* Coordinate issuance of annual financial statements, including but not limited to budget and cost allocation plan
* Assist in preparation of grant applications, as needed
* Help prepare financial and facility related reports for monthly board meetings and agency audits
* Attend and participate in staff meetings, finance meetings, and other functions as directed by Executive Director
* Develop, document and refine accounting practices and procedures in keeping up with the most current standards in the field of accounting and in accordance with state and federal regulations
* Perform job duties in accordance with approved agency policies and procedures

Program Support Services

* Support coordinated agency efforts to increase the community’s understanding of Family Violence, Sexual Assault and Child Abuse issues, which includes attending and assisting with agency events.
* Work within budget and communicate professionally with service providers to ensure building and grounds are maintained and physical operating systems are functional, minimizing disruptions to client services and program operations
* Answer phones and directs phone calls to appropriate employee
* Answer door and greets the public, guiding them to appropriate office
* Monitor inventory of office supplies; review purchase requisitions and requests for payments
* Complete work within ethical standards, professional guidelines, agency policies, cultural competency, including confidentiality, and a victim-centered approach to service delivery
* Attend trainings to maintain proficiency, as approved
* Perform other duties as assigned by the Executive Director

Required Qualifications

* Associates degree or book keeping certification
* At least 5 years’ experience in working with QuickBooks
* Proficiency with Microsoft Word and Excel
* Must be able to perform advanced administrative and accounting duties
* Organizational skills and the ability to multi-task are a must

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Frequent walking, standing, sitting, and stooping. Occasional lifting up to 30 pounds.

\*\* Interested candidates should e-mail a cover letter and resume to [clarissam@caccb.net](mailto:clarissam@caccb.net). No phone calls, please. \*\*