



## CASA of Harrison and Stone Counties Program Manager Job Description

**Position Title:** Program Manager  
**Reports To:** Executive Director

### Summary

The Program Manager is responsible for administrative and support functions for the assigned office. The position includes general office and grant management, as well as clerical, administrative assistance, and supervisory duties.

### Essential Functions

The list of essential functions, as outlined herein, is intended to be representative of the tasks to be performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Performs basic accounting functions, such as, accounts payable and receivable activities, preparing deposits, and processing mileage reimbursements and payroll in accordance with fiscal control policies and procedures.
- Provides administrative support to the Executive Director.
- Monitors, prepares, and forecasts organizational budget(s).
- Monitors, approves, and documents expenditures.
- Monitors staff time and attendance and volunteer hours.
- Manages donations, donor and volunteer portals, and correspondence.
- Prepares and submits monthly expenditure reports and documentation for reimbursement.
- Maintains supply and equipment requests, inventory, and orders.
- Coordinates the maintenance of the facility.
- Greets and assists CASA advocates/volunteers, guests, and public.
- Answers and directs calls to the appropriate parties.
- Assists with advocate screening, recruitment, and on-boarding, as needed.
- Aids and supports CASA staff, Board, and Executive Director, as needed.
- Maintains organizational calendar and emails.
- Coordinates and supervises volunteer and support office staff.
- Coordinates meetings, trainings, events, professional development, and travel arrangements.
- Assists with the preparation and composure of documents, written communications, spreadsheets, inventory control, reports, and policies and procedures manuals.

### Qualifications

**The ideal candidate will possess the following education, skills and/or experience:**

- (a.) An undergraduate degree in a related field **AND** at least 2 years of previous experience and/or training involving grant management, office management/accounting; preferably in a nonprofit or legal setting; or an equivalent combination of education, training, and experience

**OR**

- (b.) A High school diploma or GED (supplemented by college level course work or vocational training in Quick Books, word processing and multiple software applications **AND** at least three (5) years of previous experience and/or training involving grant management, office management/accounting; preferably in a nonprofit or legal setting; or an equivalent combination of education, training, and experience.
- Demonstrate the ability to perform general clerical skills and operate office equipment and software. Must be proficient in Microsoft Office. Knowledge of QuickBooks or other accounting software is preferred.
- Demonstrate the ability to perform accounting/mathematical functions.
- Ability to work effectively and cooperatively with a variety of personality types.



- Demonstrate the ability to communicate effectively both orally and in writing via telephone, email, facsimile, and other methods (including the ability to compose, review, and edit written correspondence).
- Demonstrate the ability to manage and oversee organizational operations in the Executive Director's absence.
- Demonstrate the ability to handle multiple, diverse tasks simultaneously and efficiently while executing a high-level of attention to detail and accuracy.
- Demonstrate the ability to respond to crisis situations with a high degree of professionalism and diplomacy.
- Possess knowledge of time and attendance and new employee procedures.
- Experience in grant and fiscal management is preferred.
- Available to work flexible hours – some evenings and occasional weekends.
- Must be able to assess needs, brainstorm and communicate ideas, and execute plans to accomplish relevant goals.
- Inter-personal skills/characteristics: intelligent, responsible, reliable, flexible, trustworthy, discreet, patient, sound judgment, team-oriented, goal-oriented, self-starter, highly motivated, innovative, critical thinker, with strong time management skills.
- Demonstrate the ability to exercise confidentiality, at all times.
- Demonstrate commitment to CASA of Harrison & Stone Counties' Vision, Mission and Goals.

***CASA of Harrison and Stone Counties promotes equal opportunity for all employees and applicants. In doing so, we comply with local, state, and federal laws and regulations to ensure an equal employment opportunity for everyone. We don't discriminate in employment opportunities or practices on the basis of race, ancestry, color, religion, gender, sexual orientation, gender identity, national origin, age, disability, citizenship, military service obligation, veteran status or any other basis protected by federal, state or local laws. Our policies and personnel practices are intended to ensure that all of us are treated equally with regard to recruiting, hiring, and advancement, and our decisions on employment are made to further the principle of equal employment opportunities for employees.***