

Juniper Southern Colorado/PUEBLO RAPE CRISIS SERVICES

Position Title: Administrative Manager

Supervisor: Executive Director

Employment status: Exempt/Half-time



General Summary: The Administrative Manager will be responsible for oversight of specific aspects of PRCS financial tracking, particularly the administration of specialized emergency funding (contingent upon approval of funding). The Administrative Manager will assist in accounting functions, maintenance of the on-call calendar, and tracking of agency direct service indicators for reporting. The Administrative Manager will participate in other all-staff activities as determined by the Executive Director. Time commitment: 20 hours per week with a flexible schedule, to include some availability after hours as needed to support clients and agency needs.

Administrative Manager Duties:

- Help to maintain up-to-date financial records.
- Enter expenses, deposits, and pay bills in QuickBooks as needed and maintain hard copies.
- Perform payroll twice monthly, create payroll reports, and manage quarterly payments as needed.
- Reconcile bank accounts in QuickBooks.
- Determine eligibility for and appropriate use of emergency funds for survivors of sexual violence.
- Work directly with survivors to connect them with emergency services as needed.
- Act as organizational representative with third-party vendors providing emergency services for survivors.
- Assist with logistics of Sexual Assault Victim Advocate training to include explanation of emergency funds program to advocates in training.
- Assure that organizational statistics meet funding requirements.
- Assist with website updates as needed.
- Perform other duties as requested by the Executive Director.

Other Duties required:

- Participation in regular staff meetings or when called by the Executive Director.
- The Administrative Manager will demonstrate the following:
 - *Work in close collaboration with victim-serving agencies to reduce trauma experienced by survivors.*

- *Understand ethical behavior and nonprofit work culture and ensure behavior is consistent with organizational values.*
- *Establish and maintain positive working relationships both internally and externally.*
- *Assess situations to determine the importance, urgency, and risks to make clear decisions which are timely and in the best interests of the survivor and organization.*

Qualifications:

- Associate's or Bachelor's degree in Accounting, Business, Mathematics, Marketing, or related field
- Expertise in QuickBooks
- At least 2 years' experience, or equivalent, in Accounting, Business, Mathematics, Marketing, or related field
- Must be willing to submit fingerprints to local law enforcement and undergo a criminal background check
- Patience, flexibility, and data analysis
- Preferred: previous experience in nonprofits

Salary & Benefits:

\$21,000 annually – 20 hours per week (2023) with possibility of more hours with funding approval

Vacation and sick leave

Health insurance benefits negotiable

To Apply:

Send cover letter and résumé to Kirsten@RapeCrisisServices.org.

DISCLAIMER

The preceding job description has been designed to describe the general nature and level of work performed by employee within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of the employee(s) assigned to this job. Other duties may be added, or this job description amended at any time.

Pueblo Rape Crisis Services is an equal opportunity employer