Passaic County CASA (Court-Appointed Special Advocates for Children)

Title: Office/Finance Coordinator

Location: 415 Hamburg Tpk., B1-D, Wayne, NJ 07470

Job Type: Full-Time (Experienced)

Compensation Type: Salary

Start Date: ASAP

Job Description:

Seeking Full-time Office/Finance Coordinator with outstanding organizational, data management and interpersonal skills for small nonprofit office.

Under the supervision of the Executive Director, the Office/Finance Coordinator oversees and monitors an array of the administrative and operational activities relating to general day-to-day office activities, as well as, administrative management of the financial, contract and grant functions of the organization. The position plays a critical role in ensuring organizational and operational effectiveness and efficiency within the office, allowing all staff to maximize their contributions to CASA’s greater mission effectiveness.

Starting salary range is $36,000-$42,000, based on experience. Generous paid holidays, sick and vacation time, retirement benefits available.

Primary Responsibilities:

- The Office/Finance Coordinator serves as an aid to the Executive Director, providing a high level of general administrative support, with a particular emphasis on payroll, accounts payable and administrative fundraising functions.
- The role also provides general office management support to the program, staff and volunteers. i.e., physical office organization, tracking and logging drop-off donations, filing, special event support.
- The Office/Finance Coordinator is responsible for managing (tracking, anticipating and executing) the purchase and maintenance of equipment, supplies, coordination of office tasks, as well as, providing administrative support and preparation to special events and fundraisers.
- The position plays a key role in financial administration ensuring:
  - Timely and accurate financial data entry;
  - Preparing budgets, cash flow predictions and reports;
  - Compliance with various federal and state grant requirements;
  - Reporting and preparing for the annual audit; and
  - Financial reporting for grants.
Qualifications:

- At least three years of work experience in finance and grants management is strongly preferred, though a combination of education and related work experience is acceptable.
- A bachelor’s degree
- QuickBooks General Ledger Experience required.
- Advanced proficiency in Microsoft Excel and Word, knowledge of all Microsoft programs.
- Meticulous with data entry and database management-Kindful/Optima experience an extreme plus!
- Excellent communication skills, both written and verbal.
- Strong team player. Desire and ability to interact with individuals in a fast paced multicultural environment.
- Excellent organizational skills with impeccable follow-up and attention to detail.
- Resourceful, ability to research information and proactively problem solve.
- Ability to manage and prioritize multiple projects simultaneously, to work independently, anticipating deliverables and deadlines.
- Independent judgment.
- Highly professional, ability to handle and be trusted with confidential information.
- Reliable transportation.
- Ability to explain and be an ambassador for the organization’s history, values, mission and current funding initiatives.
- Ability to pass various background checks.
- Ability to lift and move various office supplies and documents.
- A successful candidate must have a flexible schedule and be available on occasional evenings and weekends as needed. Minimum of two evenings monthly is required for board meetings and committee meetings.

Application Instructions:

Please send resume with cover letter sharing why you are the best candidate for this position and our organization (Please be specific) to Resumes@passaiccountycasa.org.

Cover Letter should be addressed to Erica Fischer-Kaslander, Executive Director, Passaic County CASA and include:
- Salary requirements;
- Three (3) professional references (no contact will be made without your prior knowledge);
- Please review all posted job requirements prior to submitting your resume to ensure this position is a good fit for your qualifications.
Resumes without cover letter or salary requirement will not be considered. If you have questions, please submit them to the email address above. NO PHONE CALLS WILL BE ACCEPTED.

About the Organization:
Passaic County CASA (Court Appointed Special Advocates) for Children is a nonprofit organization supporting court-appointed volunteer advocacy for abused and neglected children in Passaic County, NJ, so that they can thrive in safe, permanent homes. The Passaic County Court Appointed Special Advocate program consists of nearly 80 volunteers working to meet the needs of over 200 children in foster care each year.

Disclaimer Information:
Passaic County CASA for Children is deeply committed to equal employment opportunity for all employees. This commitment means Passaic County CASA actively seeks and employs qualified persons in all job classifications, and administers all personnel actions affecting employees without discrimination on the basis of race, color, religion, sex, age, national origin, disability, veteran status, marital status or sexual orientation.