



## **EMPLOYMENT OPPORTUNITY**

HOPKINS HOUSE / 1224 Princess Street / Alexandria, VA 22314

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**POSTING DATE:** March 1, 2010

**POSITION TITLE:** **MANAGER, Administration & Finance**

**REPORTS TO:** President/CEO

**SUPERVISES POSITIONS:** Accounting Clerk/Bookkeeper

### **JOB SUMMARY:**

The Manager, Administration & Finance is responsible for overseeing and managing the finances, budget, human resources, administration, and IT functions of the organization.

### **JOB DUTIES AND RESPONSIBILITIES:**

\* Financial Management: Manages and ensures the accurate and complete posting of all financial transactions; monitors bank and investment accounts; closes accounts payable; collects accounts receivables (tuition, fees, space rental); and, prepares on-demand and routine financial reports, and manages cash flow and budgets;

\* Office Management: Manages the maintenance of the facilities and equipment (copiers, computers, telephones); negotiates equipment, space, and automobile leases; negotiates and manages janitorial contracts and supervises contractors; supervises repairs, renovations, and expansions monitors utilities and related expenses; coordinates use of conference rooms and rental spaces; and, maintains list of fixed assets;

\* IT Management: Manages computing, telephone, and other information technology systems; coordinates requests for software and hardware; coordinates requests for repairs; and, manages alarm monitoring and security systems;

\* Human Resource Management: Drafts job announcements, screens job applicants, coordinates employee interviews, conducts employee orientations and exit interviews, maintains employee records; manages employee benefits plans, processes employee terminations and coordinates employee grievance procedure;

\* Risk Management: Monitors, documents and reports on activities that have the potential to place the organization in regulatory or legal risk; and, monitors compliance with all laws, rules and regulations applicable to the organization, including the Americans with Disabilities Act,

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### **TO APPLY**

Qualified candidates should email résumé and cover letter to [Careers@Hopkinshouse.org](mailto:Careers@Hopkinshouse.org) or fax to 703-842-8356.

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payment of taxes, and filing of IRS Form 990; processes insurance forms and ensures appropriate coverage;

And, Prepares reports and other documents for review by and/or presentation to the President and trustees, funders, and/or auditors;

And, such other related duties as may, from time-to-time, be assigned.

### **JOB TASKS:**

- Financial Management:
  - Processes and maintains check requests, purchase orders, advances, and petty cash
  - Disburses A/P checks
  - Prepares tuition and space rental invoices
  - Collects payments and prepares bank deposits
  - Prepares internet payroll
  - Maintains list of fixed assets
  - Prepares records for financial audits
  - Prepares financial reports
  - Maintains list of fixed assets
- Office Management:
  - Oversees janitorial and maintenance contracts
  - Coordinates repair and painting schedule
  - Oversees operation and maintenance of office machines
  - Coordinates use and rental of public spaces
- IT Management:
  - Purchases IT equipment
  - Processes requests for new and upgraded soft- and hardware
  - Authorizes access to IT and security systems
- HR Management:
  - Recruits, hires, and orientates new employees
  - Implements employee training programs
  - Maintains records and counsels on employee benefits plan
  - Processes employee termination papers
- Risk Management
  - Minimizes exposure to legal and regulatory risks
  - Manages insurance policies
- Reports
  - Prepares weekly cash flow statements for the President
  - Prepares monthly budget and comparison reports for Budget & Personnel Policy

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- Committee
- Prepares quarterly budget and comparison reports for Trustees

**DEPARTMENT:** General Services

**BASE EDUCATIONAL REQUIREMENT:** Bachelor Degree or higher

**YEARS OF RELATED WORK EXPERIENCE:** 5 or more years

**OTHER RELATED REQUIREMENTS:** Must have financial, accounting or bookkeeping experience in small business or nonprofit management, and must be proficient in Paychex, Quickbooks and MS Excel.

**JOB GRADE:** 14

**STARTING SALARY:** \$45,000 or *Commensurate with experience and qualifications*

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