



JOB DESCRIPTION

Administrative and Finance Operations Manager

Vision:

A nation where the right to high quality early care and education is embedded in public policy, professional practice, and parental engagement.

Mission:

Our purpose is to organize, equip and empower people to create change on behalf of children.

Core Principles:

- Representative Leadership: Involving people in decisions that affect them.
- Commitment to Diversity: Ensuring all voices are heard and bridging multiple perspectives.
- Focused on Solutions: Embracing responsibility to create sustainable change.
- Impact and Innovation: Taking action that is timely, relevant, and immediately actionable.
- Building and Sharing Knowledge: Creating and disseminating strategic information to be understood and used by everyone.

Our Professional Values

We **A**lways put people first by consistently exhibiting a customer service culture,

We **B**uild community by working interdependently and collaboratively; with open and with clear communication that is focused on solutions; and our behavior is consistent so that we can be effective, dependable, and accountable to each other and the work that is entrusted to us.

We are **C**ommitted to innovation and results by embracing opportunities to grow individually and collectively, to achieve continuous improvement in our practice and to measure and share the impact that we have in the world.

Expected Employee Attributes/Expectations:

- Commitment to the goals/vision of The CAYL Institute.
- Effective proactive decision-maker and problem solver in the context of our Mission, Vision, Principles, and Values.
- Ability to sustain and extend the vision and goals of the CAYL Institute model of change and leadership development.
- Strong collaboration and teamwork skills.

- Skilled and timely management of projects/initiatives/consultants/vendors.
- Ability to analyze and solve problems.
- Clear communicator.
- Detail-oriented.
- Assumes responsibility and accountability for outcomes.
- Excellent time management skills.
- Able to work independently, as a member of a team and/ or under supervision of managerial staff
- Excellent customer service skills: Able to build, sustain, and support relationships with staff, consultants, board members, program participants, vendors, and the external ECE community.
- Creative and innovative thinker

I. Position Identification

Job Title:	Administrative and Finance Operations Manager
Reports To:	President or designee

II. Purpose of Position

This position is responsible for overseeing the organization’s day-to-day administrative office operations; providing bookkeeping services; assisting in special projects and programs; managing relationships with staff, board and external customers and partners; and, ensuring adherence to organizational policies, practices and procedures.

III. Competencies, Education, and Qualifications Preferred

- Bachelor’s degree and/or related certifications in accounting, bookkeeping or program management
- Three years of bookkeeping experience
- Experience with data base management, organizational design and systems building activities.
- Proficiency with QuickBooks or other accounting software
- Proficiency in the use of spreadsheets, word processing, and databases
- Knowledge of project management systems
- Experience working with multiple databases and software programs
- Experience managing multiple and sometimes complex tasks
- Experience working with Dropbox, PayPal, MailChimp, and Constant Contact
- Strong computer skills and knowledge/use of MS Office software.

IV. Skills

- Strong verbal and written communication skills
- Ability to articulate and execute clear strategies and tactics and at the same time be able to adjust and pivot when circumstances dictate.
- Ability to make complex and time-sensitive decisions in the best interests of the organization
- Experience collaborating effectively with others, both internally and externally

- Good time management skills, including ability to perform multiple tasks and meet critical deadlines while maintaining accuracy and quality
- Attention to production of quality work and to accuracy with respect to details.
- Ability to take initiative and assist in the design of new projects.
- Demonstrated evidence of strong problem-solving skills
- Experience organizing and managing multiple priorities

V. Responsibilities of Position

- Build and maintain varied relationships with The CAYL network.
- Work collaboratively and effectively with peers and external community.
- Maintain all administrative activities necessary for continued operations
- Coordinates specific programmatic activities.
- Calendaring for CEO and office
- Handle confidential materials while always maintaining discretion.
- Assists with the planning of conferences and related activities.
- Collect, review, and analyze statistics related to implementation and facilitation of all programs and projects
- Engage in CQI activities that ensure skills are current and enhance ability to apply best practices to organization's work
- Handles the daily posting of financial transactions in Quickbooks,
- Prepares financial reports,
- Reconcile bank statements and bookkeeping ledgers
- Ensures records are accurate and taxes and bills are paid.
- Process payroll and benefits
- Other duties as assigned

VI. Measures of Success in Position

- Functions carried out in a time sensitive and effective manner.
- Communicates well and openly with CEO, CAYL Team and Board members
- Keen attention to time management and priorities.
- High level of productivity.