



## Alabama CASA Network, Inc.

### *State Operations Specialist*

### **Job Description**

**Status:** Full-time

**Location:** Headquarters

#### **Reports to State Operations Manager**

#### **SUMMARY**

This position will assist and support the operations manager goals and objectives for the organization. To include but not limited to preparation for monthly, quarterly and annual grant submission.

#### **POSITION RESPONSIBILITIES**

Assist with monthly compilation and submission for VOCA grant reporting to include, timesheets, Request for Funds, Quarterly Reports, and Annual Reports. Assist with accounts receivable and accounts payable entries and processing. Review of supporting documents and provide data and assistance to headquarters staff and local program staff.

Assist in data collection and donor data entry. Assist with special projects, scanning for document management and electronic filing. Assist with document preparation and provide general administrative support as needed to include fielding calls and emails. Prepare support for events and training. Some travel will be required; other duties as assigned.

#### **QUALIFICATIONS**

Proficient in Microsoft Office Suites including SharePoint and One Drive and QuickBooks; accrual accounting a plus. Strong organizational abilities with minimum of 2 years of office experience. Strong oral and written communication skills, and the ability to listen and understand needs with close attention to detail. Proven ability to work and multi-task under pressure. Good interpersonal and networking skills, highly articulate team player. Bachelor's Degree or the equivalent combination of education and experience.

#### **WORK ENVIRONMENT**

- Be a team-player and support co-workers.
- Business casual attire appropriate for office environment.
- Some travel required; proof of Alabama driver's license and car insurance (required).

Candidates must successfully complete the local and federal criminal background checks, sex offender background checks, and Child Abuse Registry clearances.

**EEO POLICY STATEMENT**

The Alabama CASA Network provides equal employment opportunity for all employees and applicants for employment and does not unlawfully discriminate on the basis of age, sex (including pregnancy, childbirth or related medical conditions), color, race, national origin, ancestry, religion, marital status, family care status, physical disability, mental disability, medical condition, veteran status, sexual orientation, gender identity, or any other basis protected by federal and state laws.