



CASA of the Continental Divide

Job Description - Executive Assistant/Bookkeeper

CASA of the Continental Divide (CASACD) was established in 1999 as a 501(c)(3) tax-exempt organization and serves children in Colorado's 5th Judicial District, which encompasses Clear Creek, Eagle, Lake and Summit Counties. The CASACD program is the only one of its kind in Colorado's 5th Judicial District. CASACD is a member of The National CASA Association and CASA in Colorado. Our mission is To Strengthen families and communities through trauma-informed advocacy, support and services.

Purpose

To provide bookkeeping, human resources, development and support for the CASA of the Continental Divide program and staff.

Responsibilities

- **Accounts Receivable/Accounts Payable (12 hours)**
 - Serve as bookkeeper for CASA of the Continental Divide handling all in-house financial aspects of programs, work alongside Executive Director, outside accountant, and board treasurer to oversee the financial health of the organization;
 - Handle all accounts receivable and accounts payable activities including paying bills, making deposits, tracking receipts;
 - Track receipts for reimbursement and credit card transactions
 - Filing – paper and electronic documents
 - Process incoming monies from a variety of sources;
 - Maintain financial database in both digital (QuickBooks Online) and hard copy;
 - Allocate funds to appropriate accounts per grant agreement restrictions;
 - Maintain financial documents for grant reporting and submittal
 - Work with Executive Director to review financial statements;
 - Assist and support Executive Director in creation of yearly budget;
 - Assist and support in the yearly audit;
 - Track licenses, contracts, and memberships, maintain renewals.
- **Board of Directors (1hour)**
 - Send meeting agenda out with attachments;
 - Track board volunteer hours and contributions;
 - Maintain digital and hard copy files of meeting minutes.
- **Constant Contacts (1hour)**
 - Maintain contact lists based on interaction type.
- **Events (2 hours)**
 - Support the development staff during all stages of event planning and execution.

- **Grants (10 hours)**
 - Work with development staff to review grant proposals;
 - Maintain grant files according as outlined in the grant and established procedures;
 - Aid development staff with the creation of grant and/or program specific budgets;
 - Send thank you cards and letters per best practices to grant funders;
 - Maintain the Salesforce CRM database with grant updates and status.

- **Human Resources (5 hours)**
 - Maintain employee files;
 - Oversee employee and organization insurance contracts;
 - Review and submit semimonthly timesheets for payroll;
 - Review and submit monthly mileage and reimbursement sheets;
 - Track grant related reimbursements and mileage
 - Track IV-E training hours
 - Track employee PTO accruals and reconcile with payroll;
 - Order staff, volunteer and BOD name tags.

- **Office (4 hours)**
 - Manage copy machine;
 - Order/purchase office supplies;
 - Answer and check messages on main office phone;
 - Maintain water deliveries;
 - Check mailbox; sort and disburse incoming mail;
 - Background checks.
 - Close down office at the end of the day/week.

- **Truancy (5 hours)**
 - Supporting electronic and print filing;
 - Maintain document and distribute for cases.

Required Skills and Expectations

The individual in this position will have the following skills:

- Experience with QuickBooks online and budgeting;
- Be organized, detail oriented, able to work effectively and efficiently.

This individual needs to live within easy driving distance and able to be in the office in Dillon on a full-time basis.

Preferred experience:

- Human resources;
- Grant writing;
- Event planning;
- Database and record keeping.