



**Job Description:** Associate Director

**Summary Statement:** 18 hour per week permanent position oversees a range of organizational operations such as financial systems, human resources, and business processes. This key position helps ensure that the goals of the organization are met through established processes and best practices.

**Reports to:** Executive Director

**Fair Labor Standards Act Status:** Exempt

**Essential Job Functions:**

- Assists the Executive Director with management functions, Board of Director and project support; may act in the Director's absence as appropriate.
- Coordinates hardware, software and other IT functions; determines computer needs and replaces equipment as part of replacement schedule.
- Proactively establishes appropriate fiscal policies, controls and separation of duties to ensure sound financial practices, protection of assets and efficiencies in administrative areas.
- Maintains secure administrative files (contracts, registrations, licenses) and ensures that compliance reporting is completed.

**Specific Duties:**

- Manages cash flow needs and proactively seeks cost-saving opportunities.
- Ensures timely and accurate accounts payable and accounts receivable; handles reimbursements to staff.
- Manages payroll and time tracking systems; processes payroll bimonthly and issues 1099s to independent contractors.
- Completes bank deposits and maintains bank accounts; accurately records receipts in accounting system; issues financial reports in a timely manner.
- Provides support required for annual audit.
- Provides human resource leadership and support for new employee and independent contractor on-boarding with required documentation.
- Manages employee benefits and coordinates annual insurance renewals. Performs account manager functions for medical, dental and retirement benefits; ensures timely processing of 403b contributions.
- Ensures compliance with labor laws; maintains staff sick leave/vacation balances.
- Coordinates completion of annual insurance renewals and proactively works to ensure safety and overall risk management.
- Assists in the development of the annual budget working with the Executive Director; provides compensation and benefit cost projections.

- Evaluates capital replacement needs and makes recommendations for equipment purchases as needed.
- Manages use of space for rental to outside groups; bills and collects for space use.
- Coordinates maintenance and administration of phone system, copier, server, postal machine and other shared office equipment.
- Applies for tax grant funding; coordinates tax assistance program including tax grant purchases.
- Assists with Community Thread fundraising initiatives.
- Serves as an active team member of Community Thread by supporting the operations, activities, and committees of the agency.

**Job Requirements:**

- Bachelor's degree and 3 – 5 years of related experience.
- Skilled in Microsoft office suite; proficiency with Excel and Quickbooks.
- Interest and commitment for volunteerism and community building.
- Solid organizational and communication skills with attention to detail, accuracy, and follow through in an independent, responsible, and professional manner.
- Ability to establish and maintain collegial and respectful relationships with coworkers, volunteers, donors, partner organizations, vendors, and the community.
- Ability to problem solve, multitask, work independently and meet deadlines.
- Ability to identify and recommend improvements in order to further the organization mission.

**Work conditions/physical demands**

- Must be able to lift 30 pounds.
- Requires repetitive motion activities such as typing on a computer keyboard.
- Requires the ability to sit for several hours at a time at a desk.
- Background check required.

**Benefits Information:**

- Position is 0.45 FTE (2 and one half days per week).
- Hourly rate is \$22 - \$26 based on experience
- Position is eligible for vacation, sick, volunteer, and family leave benefits as well as a 403(b) retirement plan.

**To Apply:**

Submit cover letter and résumé via e-mail to Sally Anderson at [Sally@CommunityThreadMN.org](mailto:Sally@CommunityThreadMN.org).

No phone calls please.