



*Helping Courageous Moms Lift Their Children Out of Homelessness*

## **Job Description**

Title: Director of Administration  
Reports to: Chief Executive Officer  
Supervises: Accounting Manager, Executive Assistant, and Administrative Assistant

### **SUMMARY**

The Director of Administration provides overall agency budget and financial operations, grants management activities, and human resources and employee relations. The Director of Administration is also responsible for facilities planning and management.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Establishes and achieves financial goals and measures, monitors financial performance, and ensures the on-going financial performance.
- Understands and meets all financial reporting requirements
- Prepares annual budgets
- Examines, analyzes, and interprets financial reports for the purpose of giving advice, preparing statements and projections
- Responsible for being familiar with and approving all expenditures, assigning cost centers, monitoring compliance with budgets
- Establishes and maintains a financial management system to allow accurate, detailed, and up-to-the minute reporting of financial status
- Provides monthly, annual, and ad-hoc financial reports. These reports include current expenditures, projections of future expenses, and variances from budgeted line item expenses.
- Serves as the resource for all administrative tasks concerning human resources and employee relations.
- Responsible for handling numerous personnel matters, including review of all hiring, terminations, compensation, and evaluations.
- Implements all agency policies related to all phases of personnel activity, including recruitment, interviewing, compensation, benefits, orientation, performance evaluations, promotions, transfers, and terminations.
- Transmits and interprets agency policies to supervisors and employees.
- Ensures appropriate training of employees.
- Develop and review job descriptions
- Monitors hiring trends to ensure market competitiveness.
- Oversees preparation of all personnel forms, including requisitions for new employees, change of status forms, and termination reports.
- Notifies supervisors of probationary and quarterly evaluation deadlines and ensures that the appropriate paperwork is completed.
- Other duties as assigned

## **QUALIFICATIONS**

- Bachelor's degree in a related field required. MBA or equivalent degree strongly preferred.
- 5-7 years administrative/management experience required,
- **Committed to Brookview's philosophy and promoting social justice and social change**
- Outstanding interpersonal skills, including ability to handle sensitive human resources issues and supervise a diverse staff in handling these matters.
- Outstanding organizational skills are necessary to manage many competing timetables and responsibilities. Ability to delegate and effectively supervise and plan for the timely and successful completion of short- and long-term objectives.
- Excellent verbal and written communication skills to communicate effectively with collaborating partners, granting agencies, and vendors.
- Requires the ability to work independently
- High degree of analytic ability to manage the financial and human resources aspects of the position.
- Interpersonal relationship skills needed to motivate others in a positive and collegial fashion.
- Ability to work independently and accurately and concisely disseminate information in both written and verbal format