

Community Shelter Board
Working to end homelessness
Job Description

The Community Shelter Board is an award-winning non-profit organization working to end homelessness in Columbus and Franklin County. We are seeking a professional, self-motivated Operations Coordinator to provide administrative and clerical support to departments in the Operations Division. A successful candidate must love numbers, be resourceful and organized, able to multi-task, prioritize and have strong attention to detail, with the ability to be accurate and perform well under pressure.

CSB offers a competitive salary, an excellent benefit program including health, dental, and vision insurance coverage, life insurance, 401(k) plan and employer retirement plan, flexible spending accounts, and generous paid time off. We also offer an attractive, comfortable work setting and free downtown parking. Learn more about CSB at www.csb.org. Interested applicants should submit résumé and cover letter to [hiring@csb.org](mailto: hiring@csb.org). EEO. Diverse applicants are encouraged to apply.

Title of Position: Operations Coordinator

Pay Range: \$35,000 - \$45,000

Status: Non-exempt, full-time

Benefits: Medical, prescription, dental, vision, life, disability, retirement plan, Section 125 cafeteria benefit plan, and paid leave.

Reports to: Operations Director

Unit: Operations

BASIC FUNCTION

Responsible for providing administrative and clerical support to departments in the Operations Division and with the overall administration and operation of finance and grant activities, and performing operational services.

EFFECT ON END RESULTS:

This position is primarily concerned with the achievement of the goals for the organization by ensuring finance and grant departments are supported in planning and implementation of operations of the organization.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- 1) Provides data entry for Finance, Grants, and Data and Evaluation departments.
- 2) Assists with day-to-day operation of the accounting activities:
 - a) Reviews accounts payable and grants payable invoices for the regular every other week processing cycle.
 - b) Reviews UFA payable invoices or enters UFA transactions
 - c) Reviews weekly cash receipt transactions
 - d) Reviews DCA transfers, including creating MIP entry
 - e) Processing accounts payable invoices
 - f) Process grants payable invoices
 - g) Processes cash receipts
 - h) Assist with annual audit preparation as needed, specifically creating audit confirmations
- 3) Processes all incoming check payments through Remote Deposit Capture and maintains all digital records of same, as requested.
- 4) Reviews W-9 information in MIP weekly.
- 5) Maintains departmental files, coordinates staff meetings, and updates departmental work plans for Finance and Grants.
- 6) Provides administrative and clerical support for Finance and Grants department, including mailings, word processing, correspondence, scheduling and calendars, archiving, copying, and special projects.
- 7) Assists with the Program Review and Certification process, as requested.

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and conforms to all applicable employment practices.

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- 8) Provides backup staffing for front desk including front-desk management and DCA processing, as needed.
- 9) Administers all aspects of agency rolodex including updating information and creating distribution lists.
 - a) Ensures agency rolodex is updated weekly per staff requests and contains accurate information.
 - b) Print out rolodex annually and circulate through DG for accuracy and edits.
- 10) Assists in facilitation of communication among partner agencies through system meetings, program meetings, etc. by scheduling meetings, preparing agendas and materials, preparing the meeting rooms, and notetaking, as needed.
- 11) Provides back up staffing for Staff Accountant, DCA Administrator, Administrative Assistant, and Grants Administrators, as needed.

OTHER FUNCTIONS

1. Assists with the preparation of the 1099 and 1096 information returns for non-employees.
2. Participates in Finance department meetings and other meetings, as requested.
3. Other duties and projects, as requested.
4. Contribute to an atmosphere of dignity, respect, and diversity, and adhere to CSB's Code of Conduct. Ensure equal treatment of others without regard to race, religion, color, national origin, ethnicity, ancestry, sex, sexual orientation, gender identity and expression, age, disability, veteran status, familial status, or socio-economic status.

KEY LEADERSHIP COMPETENCIES

1. Widely trusted and seen as a direct, truthful person.
2. Spends time and the time of others on what's important, creates focus and zeros in on critical areas.
3. Has the functional and technical knowledge and skills to do the job at a high level of accomplishment
4. Understands how to create efficient work flow; can simplify complex processes to get things done.
5. Can handle stress and changing situations with composure.
6. Is easy to approach and talk to and is warm, pleasant and gracious.
7. Responds well to bosses and is comfortably coachable.
8. Acts with customers in mind.

SKILLS, KNOWLEDGE, AND ABILITIES

1. Excellent organizational skills and ability to maintain files
2. Excellent communication skills, both oral and written.
3. Demonstrated ability to accurately attend to detail.
4. Superior numeric skills.
5. Proficiency in MS Office (Word/Excel/Access/Outlook) necessary. Experience at using computer network, e-mail, and Internet necessary.

PHYSICAL OR MENTAL DEMANDS

1. High energy level, comfortable performing multi-faceted projects in conjunction with normal activities. Comfortable in fast-paced environment.
2. Ability to establish credibility and be decisive but able to recognize and support the agency's needs and priorities.
3. Quick learner
4. Well-developed interpersonal skills; ability to get along with diverse personalities; tactful, mature, flexible.
5. Ability to multi-task and maintain/oversee multiple projects simultaneously.

MINIMUM QUALIFICATIONS:

1. Congruence with agency mission and values.
2. Associate or Bachelor degree or equivalent.
3. 3 years related work experience preferred.

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4. Experience working in a not-for-profit setting strongly preferred.
5. Valid Ohio driver's license, proof of automobile insurance, and pass a criminal background check.

MONITORING

1. Participates in quarterly performance evaluation with Operations Director detailing progress, challenges, and plans for improvement relating to key activities occurring within the quarter.
2. Participates in annual performance review with Operations Director in which applicable quarterly performance reports are discussed and progress, challenges and plans for improvement are noted.

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