

THE NATIONAL CENTER FOR EQUINE FACILITATED THERAPY

A California Non-Profit Corporation
Established 1971

POSITION DESCRIPTION (revised 10-2019)

Title: Administrative Manager

Reports to: NCEFT Executive Director

Employment Status: Exempt

Position Summary:

The Administrative Manager manages the financial, bookkeeping and payroll operations of the Center. This person maintains confidential employee files and salary/payroll records, as well as patient and service provider records. He/she also provides general administrative support to the Center. This position interacts heavily with patients, families, vendors, donors and the general public and manages the reception area for the organization.

Confidentiality:

In the course of performing assigned duties for the center, the employee potentially has access to confidential personnel files, contracts, pending agreements, payroll records and other highly sensitive materials. The employee is authorized and agrees to maintain the highest level of confidentiality and to disclose personnel information only to the Executive Director, Chair or Vice Chair of the NCEFT Board of Directors. The disclosure of private information to anyone other than those listed above constitutes grounds for dismissal.

Direct Responsibilities:

- Coordinates closely with the Executive Director to monitor all financial records and provides requested reports in a timely manner.
- In coordination with the Executive Director develops the annual operating budget
- Adheres to all compliance and auditing policies endorsed by the Board of Directors, Compliance Officer and contracted CPA.
- Professionally maintains all confidential personnel, contracts and salary/payroll files in a secured location in the Center office. Adheres to accepted document retention policies as agreed to by the NCEFT Executive Director and Board of Directors.
- Manages employee vacation, PTO and sick leave accrued balances for all employees.
- Manages health care benefit payments and documentation for enrolled employees.
- Receives and processes all invoices in a timely fashion. Enters all data into finance software systems. Where required, maintains hard copy files of invoices and all expenditures.
- Maintain Chart of Accounts and General Ledger. Produce monthly Financial Statements.
- Receive, track and processes all sources of revenue and record in financial system.

Tax ID: 942378104

880 Runnymede Road, Woodside, CA 94062

Phone: 650-851-2271 ■ Fax: 650-851-3480

www.nceft.org

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- Manages payroll processing.
- Prepares bank deposits and reconciles monthly bank statements.
- In collaboration with the NCEFT CPA contractor, coordinates the preparation and filing of all tax forms and information required to complete the annual review.
- Performs periodic review of patient files to ensure all required information and documentation is complete; archives files and patient charts as needed.
- Manages all aspects of the NCEFT programs billing process (private pay and financial assistance)
- Records and files account receivables for all NCEFT programs.
- Ensures the office areas are kept safe, clean and in good working order. Manages the performance of and gives direction to the cleaning contractor.
- Maintains current contact lists of patients, staff contractors Board members and other NCEFT resources.
- Coordinates billing for all complimentary use at the NCEFT facility.
 - a. Collects monthly rent and any additional fees owed NCEFT.
 - b. Manages new complimentary use agreements as they are developed.
 - c. Ensures all complimentary use fees are collected in a timely manner.
 - d. Ensures all facility use has the required insurance coverage naming NCEFT as an additional insured.
- General Office support:
 - a. Records payments, ship orders, maintain adequate supply by title and shipping supplies.
 - b. Orders office and computer supplies, including stationary, envelopes, business cards, etc. Manages all office equipment leases and maintenance agreements and ensures all equipment is kept in good working order.
 - c. Answers in-coming telephone calls, emails and faxes and routes to appropriate staff members.
 - d. Orders all supplies for general office use, mailings, newsletters, etc.
 - e. Supports the Development Director with reports, information and event staffing as needed.
 - f. Greets and represents NCEFT to patients, families, vendors and the general public who come to the front office.
 - g. Other duties as assigned by the Executive Director.

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Minimum Qualifications:

Graduation from an accredited four year college or university
Experience with non-profit organizations
Positive demeanor and public presence
Knowledge of accounting and bookkeeping processes
Strong communication skills
Ability to positively contribute to a team
Horse experience a plus

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