



Senior Program Administrator, Wôpanâak Language

Reclamation Project

Job Title: Senior Program Administrator, Wôpanâak Language Reclamation Project		
Job Category: Regular full time 40 hours per week		Job Description Last Updated: November, 2021
FLSA Classification: Exempt	Job Code: 902	Career Band Level: Administrative
Reports To: Wôpanâak Language Reclamation Project Director		

Job Purpose and Scope

The purpose of the Senior Program Administrator of the Wôpanâak Language Reclamation Project (WLRP) is to conduct and coordinate the daily financial and human resource activities of the Wôpanâak Language Reclamation Project. Included is responsibility for payroll, benefits, and the accounting functions required to provide accurate and timely information on the financial status of the project to the WLRP Director and Board of Directors. The Senior Program Administrator also maintains current employee policies in accordance with national and state employment standards as well as WLRP employment policies and is responsible for day-to-day employee performance accountability. This position will also be responsible for organizing and further developing the financial processes, and provides and organizes staff trainings as appropriate for a productive work-place culture and staff well-being.

Specific Duties

1. Conduct a thorough analysis of financial operations and further develop and implement processes necessary to ensure accurate and compliant full organizational budgeting and financial management including payroll, accounts payable and accounts receivable.
2. Closely monitor, analyze, and maintain the organizational operating budget, credit cards, contracted personnel and vendor service accounts, and all bank and investment accounts.
3. Manage other business administrative functions such as liability insurance, 401(k) accounts, gift processing and acknowledgements.
4. Prepare financial reports, including the 990 IRS report and annual reports filed with the state.
5. Furnish contemporaneous financial forecasts and project component budgets to Director and Board of Directors as requested.
6. Analyze and prepare timely federal and non-federal financial grants reporting.
7. Work with Director to develop and maintain business and financial information systems including accounting and CRM databases including QuickBooks and Donor View



Senior Program Administrator, Wôpanâak Language

Reclamation Project

8. Work with Director to create an annual organizational budget reflective of all revenues and expenditures that have been received, committed, and planned or anticipated.
9. Work with Director to furnish items as needed for the annual independent financial audit.
10. Work with Director to furnish a monthly accounting of income and expenses in all accounts.
11. Work with Director to create an employee advancement plan reflective of time in service and performance.
12. Develop and maintain employee benefits package and complete the annual Worker's Comp audit.
13. Closely monitor employee hours, sick time, attendance, and vacation time accrued and expended.
14. Perform CORI-SORI reports for employment candidates and employees as needed.
15. Work with Director to foster staff retention strategies and activities.
16. Develop, disseminate, and administer an employee grievance policy and process.
17. Work with the Director to create performance improvement plans as necessary according to personnel policies.
18. Work with staff to satisfy performance improvement plans as necessary.
19. Assist in facilitating relationship building between staff, the Board of Directors, and the WLRP committee and participating communities at large.
20. Assist staff in developing and maintaining healthy, professional workplace communications.
21. Meet with the Board of Directors as requested to review and discuss financial information.
22. Other necessary functions of the position as assigned by the Director.

Essential Functions

The essential functions of this job are to:

- **Board of Directors:** Provide up-to-date financial information to the BOD Treasurer monthly and as requested.
- **Funding:** In collaboration with the Director and Board of Directors leadership, oversee implementation of strategies to build productive relationships and generate continuing support from foundations, corporate sponsors, and individual donors. Administer grant financial functions such as draw downs and fiscal reporting as required by government and private funders.
- **Human Resources:** Oversee employee policies and benefits as well as payroll, support, and retention of staff through trainings and performance planning; including specific responsibility for working collaboratively with the Director to ensure a positive work environment, effective grievance policy and facilitation dispute resolution. Oversee new employee background checks. Oversee annual employee performance evaluation and work with the Director to recommend new hires, advancement, and release of employees. Work with each employee toward his/her performance improvement plan and/or advancement goal(s) when necessary.
- **Financial:** Work with the Director to develop the annual budget. Oversee the budget, income and expenditures, and annual audits with the Director and Board of Directors Treasurer.
- **Operations:** Directly responsible for monitoring: daily attendance, sick and vacation time accrual, healthcare and retirement benefits, and adherence to WLRP employee handbook of policies and



Senior Program Administrator, Wôpanâak Language

Reclamation Project

procedures. Administer necessary performance improvement plans and any necessary disciplinary actions. Report to and work with BOD regarding: any necessary employment issues between the Director and a subordinate, or regarding Director workplace performance.

Responsibility and Accountability

The Senior Program Administrator, reports directly to WLRP Director and has a high degree of accountability for budgeting, forecasting, reports, professional development training, and staffing decisions. The Senior Program Administrator meets regularly with the Director informally on a day-to-day basis and formally with the BOD on a monthly basis regarding finances, decisions made affecting staffing, and community partners activity reports.

Knowledge and Skills Required

Education

Advanced degree, or certification(s) in finances, accounting, and human resources required.

Experience

At least seven years of job-related experience is required. Experience must include significant partner fund development and fiscal management as well as demonstrated personnel management and demonstrated human resources experience.

Licensing and Certification Requirements

A Bachelor of Science in Accounting is required as well as Professional in Human Resources certification or two years of experience in HR with a Bachelors degree.

Other Requirements

- Proficient in MS Office
- Proficient in Quickbooks
- Solid writing and financial reporting skills
- Experience with Fastlane and/or Grants.gov preferred

Abilities

- **Active Listening** — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- **Speaking** — Talking to others to convey information effectively.
- **Critical Thinking** — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- **Judgment and Decision Making** — Considering the relative costs and benefits of potential actions to choose the most appropriate one.
- **Writing** — Communicating effectively in writing as appropriate for the needs of the audience.



Senior Program Administrator, Wôpanâak Language

Reclamation Project

- **Complex Problem Solving** — Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.
- **Management of Personnel Resources** — Motivating, developing, and directing people as they work, identifying the best people for the job.
- **Management of Financial Resources** — Determining how money will be spent to get the work done, and accounting for these expenditures.

Physical Effort

The physical demands described here are representative of those that must be met by an employee to successfully perform the primary duties and responsibilities of this job.

In terms of overall physical demand, an employee must be able to perform light work to perform the essential functions of the job. Light work is defined as being able to exert up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects.

To perform the essential functions of the job, an employee must frequently be able to do the following physical activities: walk, lift, finger, talk, hear, and repetitive motion. Occasionally, an employee must be able to grasp, kneel, reach, and stand. On rare occasions, an employee must be able to climb and crouch. In addition, an employee in this job must have close visual acuity to perform activities such as preparing and analyzing data and figures, viewing a computer terminal, and extensive reading.

Mental Effort

A high level of mental effort is required to communicate effectively and respectfully with the WLRP's diverse staff, Board leadership, funders, parents, and elder constituencies as well as community partners, public safety officials, and interested media and university collaborators.

Working Conditions

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

In general, an employee in this job works in a professional office setting.