

Southeastern Vermont Community Action (SEVCA)

Job Description

Position Title: Business Administrator (BA)
Department: Weatherization (Wx)
Supervisor: Program Director (PD)
Job Classification: Hourly / Non-Exempt; Full Time

Job Objectives and Job Summary: Ensures the smooth operation of program office policies & procedures, by: Initiating all program intake, eligibility and enrollment functions and carrying them through to final reporting; establishing & implementing operational & administrative procedures; entering & maintaining application, client & job data into the program database, issuing reports; and working closely with other department staff daily and other agency staff as necessary.

Primary Functions:

1. Assist clients in the application and eligibility determination process, including filling out, mailing, and receiving all required forms and documents.
2. Prepare and maintain client files for those determined to be eligible for Weatherization and submit them to the designated program staff for review.
3. Manage the program database system, enter and maintain accurate data into it, and conduct queries and produce reports as required and as requested by designated personnel.
4. Maintain data on and records of job-related expenditures, including labor and materials costs compiled and provided by designated staff.
5. Check accuracy of and reconcile receipts, invoices and purchase orders for materials, contracted services, and other job-related expenditures.
6. When work is finished, inspected & approved, close job files and prepare documentation for submission as completed jobs; solicit & obtain client feedback and report it to PD / designated staff.
7. Record and reconcile payables and receivables regularly to ensure the provision of accurate data to the Finance Office for accounting and reporting, and maintain that data for program purposes.
8. Work with designated staff to coordinate Emergency Heating System Repair / Replacement Program, ensuring timely response and compliance with all program requirements.
9. Work with designated program, finance & agency staff to prepare monthly, yearly closeout, and other reports required by the state Office of Economic Opportunity (OEO) and Wx & SEVCA management.
10. Work with Operations Manager and/or other designated staff to establish and maintain an accurate inventory of materials, tools and equipment.
11. Establish and maintain effective filing systems, to include client and job files, subcontractor paperwork, financial documentation, OEO communications, vehicle records, and other needed documents. Contact subcontractors to obtain current insurance certificates and other documents.
12. In conjunction with the PD and/or other designated staff, train, delegate work to, supervise the Admin. Assistant's (AA) work, ensure that all admin / clerical tasks are carried out; cross-train the AA in the BA's responsibilities to ensure that they are fulfilled in the event of his/her absence.
13. Keep PD and/or other designated staff informed of operational & administrative needs / issues.
14. Maintain and regularly reconcile the department's Petty Cash account.

Created: ___/___/20___

Reviewed: ___/___/20___; ___/___/20___; ___/___/20___; ___/___/20___

Updated: ___/___/20___; ___/___/20___; ___/___/20___; ___/___/20___

15. Keep up-to-date on relevant procedures, methods, and products by participating in training courses, classes, workshops, webinars, conferences, and other events to maintain and increase knowledge & skills; and assist in coordinating training activities for other Wx staff.

Other Functions:

1. As needed on a temporary basis, and as feasible, cover responsibilities of designated staff in their absence and deal with any problems that may arise, in consultation with other applicable staff.
2. Work with staff of other SEVCA programs and other service providers to enable prospective clients to apply for Weatherization and to coordinate the provision of other needed services to Wx clients.
3. As time allows and as approved by PD, participate in the planning and implementation of agency-wide events and other activities for the benefit of clients, staff, Wx and the agency as a whole.
4. As appropriate and approved by PD, oversee outreach efforts, engaging with OEO, other VT Wx programs, and local partners to enhance the services, awareness & reputation of Wx & SEVCA.
5. Perform any other duties requested and/or approved by the Program Director or Executive Director that are consistent with the functions of this position, the Weatherization program, and with the mission, goals, and priorities of SEVCA.

Job Standards/Accountability:

1. Job data is entered completely, accurately and in a timely manner, complete and accurate files are assembled and maintained, and reports are accurate, in compliance, and submitted in a timely manner.
2. Required paperwork is processed effectively to ensure accurate records, and payments are issued and revenue is received in a timely manner.
3. Effective program office operational & administrative procedures are established and implemented in an efficient, collaborative, and timely manner.
4. The Wx management / administrative team, which the BA is a key member of, is working closely and effectively to achieve goals, comply with grant contracts, and meet all requirements and deadlines.

Working Conditions:

1. Primarily routine office work, including substantial data entry and other computer use, filing, phone, office equipment, etc.
2. Working under pressure of deadlines, juggling multiple functions and sometimes urgent needs that require attention at the same time.
3. Occasional travel within our service area, around the state and beyond to attend training sessions, meetings, and other functions.

Qualifications:

1. High School diploma or equivalent and five years' administrative / clerical experience in a business office, preferably non-profit, setting; experience in a construction-related or comparable setting and/or with office management and/or supervision are plusses.
2. Significant knowledge & experience with computer applications, especially database use / management.
3. Excellent attention to detail and strong organizational, recordkeeping and communication skills.
4. Ability to work effectively and sensitively with a diverse group of people, including low-income clients, contractors, vendors, and staff.
5. Ability to work independently with self-initiative and as an effective team member.
6. Demonstrated dependability with excellent attendance and punctuality.