Hispanic Unity of Florida
Job Description

Job Title: CWF Program Administrative and Data Assistant
Reports To: Program Manager – Center for Working Families
Classification: Non-Exempt Full-Time Employee
Schedule: Mondays through Fridays
Some evenings and weekends may be required.
Dated Released: June - 2023

Summary:
The CWF Administrative and Data Assistant provides financial and administrative support to the Center for Working Families under the Economic Development department and is responsible for maintaining multiple database systems for multiple programs and funders. This position requires strong interpersonal skills to have ongoing communication and collaboration with key team members to ensure proper management, allocation, and utilization of all program funding. This position is also responsible for handling various administrative duties as required by the department. This person must be extremely detail oriented and have excellent MS Excel skills.

Essential Job Duties:

Financial:
• Support preparation of invoice process and review accuracy prior to submission to workflow reviewers and funder(s).
• Support purchase order processing: department purchases (office supplies, travel, trainings etc.), approvals, submissions, and reconciliations in accordance with program budgets while ensuring all supporting documentation and internal control processes are followed.
• Ensures the accuracy of units, outcomes and data information in the program’s database system from the funder and the Agency.
• Maintains CWF contractual budgets and projections to ensure that contractual dollars are spent in a timely manner and that at the end of the contracts all dollars have been expended according to allocations.
• Supports program budget worksheets and includes "Budget to Actual" report numbers for the end of funding contracts and ensures that all expenses are balanced with accounting records.
• Responsible for creating CWF monthly/quarterly billing invoices and review for accuracy prior to submission to funder(s). Prepares monthly invoices to funder per contractual requirements.
• Establish departmental grant deadlines and a tracking system to ensure that deadlines are met
• Meet with CWF Program Manager to review the budgets to assure the program goals are accomplished.
• Liaison between the Economic Development Department and the Finance Department

Administrative:
• Responsible for data entry into SAMIS database for performance measures and outcome tracking for CWF participants
• Performs a monthly review of program participants files and program coaching activity logs for quality assurance and audit compliance.
• Responsible for reporting monthly scorecards on the number of participants served and the performance measures achieved.
• Responsible for entering all participants Registrations into database system and track the accuracy in the attendance sheets, to maintain up-to-date tracking of program master lists.
• Assist department Intake Specialist with the management of client files and input of client information in the program’s database as needed.
• Responsible for the accurate collection of documentation during hiring and/or re-hiring process; responsible for having up-to-date records in employee files and for providing monthly updates of staff records, hires, terminations, vendor Id’s, Affidavits of good Moral Character and all other required documentation. Maintains all personnel files ready for audit purposes and agency requirements.
• Support timesheet collection, review for accuracy and timely submission by specific deadlines to Finance Payroll Specialist
• Responsible for being the IT lead for the department and following all IT purchasing policies and keeping an accurate inventory of same
• Responsible for distribution of all office supply and equipment purchases to the team and maintaining office supply storage area within the agency.
• Responsible for reporting monthly scorecards on the number of participants served and the performance measures achieved.
• Review client files and checks for compliance with tools and surveys and ensures fidelity to the CWF program model.
• Provides support to orientations, group workshops, trainings, and other events
• Performs other duties as needed.

Qualifications:
• A minimum of an associate degree in business or related field. A High school diploma will be considered with a minimum of three years of financial and administrative support experience. Bilingual – English/Spanish a plus.
• Advanced computer proficiency (specifically with Excel) and the ability to work independently. Previous work experience in a not-for-profit environment preferred. Bilingual – English/Spanish a plus.

Skills:
• Excellent written and verbal communication skills,
• Strong organizational skills, attention to detail, Strong analytical, technical, interpersonal, and organizational skills.
• Ability to think and work independently as well as part of a team.
• Experience with reading and understanding budget proposals to Federal awarding agencies and Foundations and Corporations.
• Ability to comply with funder and internal reporting requirements.
• Ability to work within strict time constraints and manage multiple tasks at the same time.
• Proficiency in spreadsheet and databases

Additional Requirements:
• Possession of a valid Florida Driver’s License and insurance
• Some weekends and evenings
• Ability to pass a level 2 background check.
• Independent travel and reliable means of transportation

Hispanic Unity of Florida is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the employer will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

I have read my job description and understand my responsibilities.

Employees Signature________________________________________ Date: __________________________

Manager’s Signature________________________________________ Date: __________________________
“This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice”.