Tri-county Cradle to Career Collaborative

Manager - Administration

Tri-County Cradle to Career Collaborative (TCCC) is a community-wide movement in Berkeley, Charleston and Dorchester counties, South Carolina, focused on improving the quality of life of its citizens and its workforce through education. Using data and focused community collaboration across a continuum from “cradle-to-career,” TCCC serves as a catalyst for widespread, systemic change, with the ultimate goal of increased success and economic prosperity for all.

This position has direct responsibility for managing the operations of the TCCC Office and supporting the board and staff in the conduct of their responsibilities. Reporting to the CEO and a full member of the team, the Manager Administration is expected to have a complete understanding of the Mission, Vision and Values of the organization and to contribute to the education attainment of all children in the region.

**Overview of Responsibilities:**
- Payroll/Benefits Management
- Finance/Record Keeping
- Office Management

**Specific Duties:**

Payroll and Human Resources:
Manages payroll, benefits, insurances through a third-party provider. Responds to state inquiries regarding workplace and employee tax requirements. Reviews expense reports and consultant time sheets for accuracy. Supports recruitment and onboarding of new employees.

Finance and Record Keeping
Work with bookkeeper to enter payments; reconcile bank statement and create monthly board reports (QuickBooks). Maintains accurate records of financial transactions, responds to state requirements for registrations and reports. Supports the annual audit conducted by an outside firm.

Office Management:
Manages the office, orders supplies, keeps equipment in good running condition, makes travel and other logistics arrangements as needed.

Other duties as assigned

Prior experience in office or operations management is required. Evident attention to detail; a self-starter. Highly effective in a team environment and committed to equity in education attainment for all children.

Compensation is commensurate with experience.
For consideration, please send you resume and cover letter to Prenita Mack: prenita@coastalcommunityfoundation.org by September 30, 2019.