



3LPLACE

LEARNING - LIVING - LINKING

ADDRESS

212 Holland Street
Somerville, MA 02144

CONTACT

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WEBSITE

3lplace.org

Position Description

Position Title: Program Administrator & Bookkeeper

Reports To: Co-Executive Director: Operations

Qualifications: Education: Bachelor's Degree preferred

Experience: Ability to manage multiple projects, activities and tasks simultaneously. Highly developed verbal and written communications. Bookkeeping skills required, proficient in using quickbooks. Experience with the Department of Developmental Service (DDS) and working with individuals who have developmental disabilities preferred, but not required.

Part time position: 20 hour week position, Tuesday-Friday 9am-2pm

Job Function:

Oversees management of the physical property. Manages paperwork for new hires and new participants. Ensures timely billing and payment to our participants and our vendors monthly. Processes biweekly payroll and updates benefit information for staff. Tracks and manages donations made to the organization. Functions as the point of contact for our families as it relates to the program.

Essential Responsibilities:

- Demonstrate the ability to be a leader as well as a team player.
- Create an environment that supports self-esteem, intentionality, and creativity.
- Maintain the highest level of work ethic, adherence to the 3LPlace program integrity and mission, in addition to policies, procedures, objectives and safety standards.
- Maintain the highest level of confidentiality. Does not communicate confidential employee/member/family information to others.
- Works in a positive manner with all members and their families respecting their individual differences.
- Work in a positive manner with all staff respecting individual differences in work styles.
- A determination to self improve and grow

Specific Duties:

Human Resources

- Onboard new staff & volunteers
- Management of staff files
- Maintain MBO reviews
- Payroll & benefits
- Maintain best employment and labor practices
- Send for signature annual handbooks to staff
- Process staff reimbursements
- Facilitate processing volunteer requests

Communications with members & families

- First point of contact for information & referrals
- Process enrollment (scheduling, welcome packet, program agreement, handbook, etc.)
- Monitor & report program attendance
- Send for signature annual handbooks and program agreements to members/families

Billing

- Bill to state funding, private pay, and school districts for regular programming, specialty programming, and consultation.
- Records program attendance and reports monthly
- Follow up on any and all outstanding invoices

Operations

- Address & maintain 3LPlace physical environment to ensure safety and compliance including:
 - Building inside & out
 - Automobile
 - Yard & driveway areas
- Maintains program supplies and processes orders for additional items
- Practice and maintain system for program policies & updates
- Maintain all electronic and paper files
- Performs other duties within the scope of his/her employment and certification as may be assigned.
- Maintain all memberships and renewals for the program

Financial Management

- Ensures all money paid out or into the program is recorded and deposited in a timely manner
- Utilizes donation recording software and donor information
- Utilizes QB to reconcile and budget monthly and support the annual audit process.
- Submit annual tax forms which are prepared by our auditors/accountants.