



Job Title: Administrative Officer

The Administrative Officer (AO) is a full-time position which provides the structure and supports the administration of all Caravanserai Project business and combines the accounting skills with grant administration and operations.

Caravanserai Project (CP) is a hybrid social impact venture founded in 2016 whose goal is to identify, mobilize and energize mission-driven leaders and organizations, for profit and nonprofit alike. We support their entrepreneurial journeys of building sustainable, relevant, future-ready and system-change strategies. Our work focuses on the development and implementation of accountability systems, supplying specialized skills and futures-thinking strategies and bringing together networks of individuals to help their ideas flourish, accelerate and change the world. In 2018, CP established SEED Lab Pre-accelerator for mission-driven start-ups in the Inland Empire region of California. Over the past 3 years, CP has developed a variety of programs to advance the work of mission-driven organizations and leaders through webinars, workshops, trainings, consulting and networking as part of a wider regional strategy. We are striving to strengthen local organizations, provide jet fuel to social impact leaders and weave a stronger fabric of mission-based work in the region. Please review the CP website for additional information www.caravanseraiproject.org.

This position reports to the Chief Executive Officer and works closely with the Treasurer, a member of the Board of Directors. The staff work as a team, and everyone is expected to support each other and the role each member plays.

As Covid retreats, the person in this position will need to be present in the Inland Empire for in-person meetings, conferences, staff meetings.

The Role:

The role of the Administrative Officer combines both soft and explicit behavior and skills.

- The AO must aspire to have an impact and create positive change in the Inland Empire region of California and represent the values and mission of Caravanserai Project.
- They must be dedicated to making CP's business run smoothly, be transparent and accountable and make sure the organization is in full compliance with contracts, grants and regulatory requirements.
- They must show respect, compassion, and appreciation of the diversity of every individual and community and advance a culture of support for others.

The Ideal Candidate

- Is self-motivated, well-organized, consistent, empathetic, with exceptional skills in time management and prioritization and strong interpersonal and communication skills.
- Is comfortable dealing with people of diverse backgrounds and experiences and seeks out common ground.



- Brings their own ideas to work and has a reputation for initiating and following-through.
- Is a perpetual learner and excited to experiment with new tools, processes, formats, methods, and ideas.
- Takes initiative, can work quickly and deftly to understand what the current moment or situation needs, and is able to respond accordingly.
- Is willing to take on any task that might help take one of our projects further.

Experience:

Demonstrate current and recent experience in:

- Accounting and finance
- Tax and reporting issues
- Employment and benefit management (staff of 4-6)
- Record keeping
- Grant/contract administration

Responsibilities:

- Managing QB accounting system and financial statements
- Bank reconciliations
- Payables and receivables (with second party/segregation of activities)
- Payroll, personnel records, tax reporting
- Local, state and federal filings
- Insurances
- Grant/contract management (and fund accounting)
- Focus on the organization meeting the highest standards of accountability and transparency.

Requirements:

- Education in a relevant sector and 2-5 years of experience in accounting and administration
- Knowledge of QB, accounting software
- Ability to use online tools and communication

Benefits:

Paid Vacation

Health

Salary: \$40,000 - \$55,000

Compensation will be commensurate with experience.

How to apply:

Use the following link - <https://caravanseraiproject.org/careers/administrative-officer/>



CARAVANSERAI PROJECT
SUPPORTING MISSION-DRIVEN LEADERS ALONG THEIR JOURNEYS

Only complete applications will be considered: (1) resume, (2) a cover letter describing one or more large projects the applicant managed and explaining the interest in this position and (3) three references.

If you have any questions please contact us at contact@caravanseraiproject.org. In the subject line, please state “Career Opportunities.”

Every application will be reviewed and considered. Only selected applicants will be contacted for interviews.

Caravanserai Project is an equal opportunity employer and makes employment decisions on basis of merit. The organization prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.