

## **SECOORA Seeks Business Management Services**

The Southeast Coastal Ocean Observing Regional Association (SECOORA), a regional non-profit organization based in Charleston, South Carolina, seeks a professional provide business management services. SECOORA coordinates coastal and ocean observing activities in the Southeast, and facilitates continuous dialogue among stakeholders so that the benefits from the sustained operation of a coastal and ocean observing system can be realized. SECOORA is one of 11 regional associations working in partnership with the NOAA Integrated Ocean Observing System (IOOS) Program Office, and other federal agencies and interested stakeholders in the public and private sectors to build and operate our Nation's coastal and ocean observing capabilities.

### **Services Required:**

The Business Manager is responsible organizing and coordinating office operations and procedures in order to ensure organizational effectiveness and efficiency. They will work with the Executive Director to coordinate with the accounting firm on financial matters, manage grants and contracts, and support staff with travel reimbursements, benefits, etc. The following tasks define the scope of work.

1. Financial Aspects
  - a. Pay bills and invoices. Track expenses and look for cost efficiencies, i.e. evaluate if we are paying too much for cell service, etc.
  - b. Generate SECOORA invoices for reimbursement.
  - c. Generate contracts based on the existing template.
  - d. Manage grants, contracts and subawards in terms of tracking encumbrances, payouts, and reimbursements.
  - e. Work with Accountant to generate monthly operating and grant financial reports, and to conduct financial reviews and audits.
  - f. Manage SECOORA activity in grants online, grants.gov and ASAP (Treasury Department Automated Payment system).
  - g. Manage employee benefit program, i.e. interface with benefit providers and assure paperwork is current, etc.
  - h. Support the Finance and Audit committee by attending quarterly conference calls, compiling meeting minutes, and preparing bi-annual reports to the Board.
  - i. Invoice SECOORA members for dues (~45) annually.
2. Organizational Support
  - a. Coordinate, with other SECOORA staff, submission of bi-annual grant reports and financial reports to NOAA.
  - b. Support Executive Director with budget development associated with new proposals.
  - c. Meeting planning support including working with hotels and caterers to get contracts in place for meetings.
  - d. Support SECOORA committees by documenting meetings.

**Required Expertise and Skills:** The successful applicant must possess:

- Excellent time management, organizational, and computer skills.
- Strong communication and interpersonal skills are critical.
- Willingness and ability to occasionally travel within the SECOORA region to attend and support workshops and organizational meetings.

- Experience with preparing financial reports, and working with government grant management systems such as grants.gov and ASAP is preferred

**Qualifications:** The successful applicant must have:

- Preferably an associate's degree in business administration, management or finance.
- Previous experience as a business manager or administrative assistant.
- Ability to maintain a high level of accuracy in preparing and entering information.

**Compensation:** SECOORA is soliciting a full or part-time employee, or contractor. The position or contract offer will depend on qualifications. A full time applicant would have financial management skills; and would also support the organization with meeting planning, coordination and support of SECOORA committees, taking minutes, and writing grant reports. A part time applicant/contractor would focus solely on financial management duties or services. A contractor's proposal and scope of services would also be considered based on qualifications and skills. Compensation will be dependent on experience and duties/scope of services, but range between \$25,000 and \$55,000.

**To Apply:** Please submit cover letter addressing skills and qualifications, a formal resume (not exceeding two pages), and a list of three professional references (name, title, address, and phone number). Printed or emailed proposals and supporting information are acceptable. Emailed applications must be in PDF file format. FAXED proposals will not be accepted.

Please send all applications to:

ATTN: Debra Hernandez  
SECOORA Executive Director  
debra@secoora.org

All questions should be emailed to Debra Hernandez at [debra@secoora.org](mailto:debra@secoora.org).