



California Association of Sanitation Agencies

# Manager of Association Services

**Annual Salary \$85,000.000-\$115,000.00**

*Salary dependent on experience and skillset*

To provide trusted information and advocacy on behalf of California clean water agencies, and to be a leader in sustainability and utilization of renewable resources.



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## ABOUT CASA

Association  
News

For over 60 years, CASA has served as the leading voice for clean water agencies on regulatory, legislative and legal issues. We are the leading California association dedicated to advancing wastewater interests, including the recycling of wastewater into usable water, generation of renewable energy, biosolids and other valuable resources. Through our efforts, we help create a clean and sustainable environment for California.

CASA represents more than 130 local public agencies engaged in the collection, treatment and recycling of wastewater and biosolids to protect public health and the environment. Our mission is to provide trusted information and advocacy on behalf of California clean water agencies, and to be a leader in sustainability and utilization of renewable resources.

### VISION

To advance public policy and programs that promote the clean water community's efforts in achieving environmental sustainability and the protection of public health.

### CORE VALUES

**Reputable Information:** We embrace our fundamental responsibility to advise policymakers and members with well-informed and balanced information.

**Influential Leadership:** We provide a strong, visionary voice and proactive approach on clean water sustainability and renewable resource issues.

**Meaningful Collaboration:** We recognize the strength of partnerships and the importance of building relationships that collectively progress shared goals.

**Member Experience:** We provide excellent and responsive association services, programs and resources to the CASA membership.

To learn more about CASA please click [here](#).



# THE IDEAL CANDIDATE

Under general direction of the Executive Director, plans, organizes, and participates in the daily operations and activities of membership services and association administration, and is responsible for managing a full spectrum of financial and administrative functions on behalf of the association, including the assessment and collection of membership dues, accounts receivable and payable, managing banking and financial services, payroll, purchasing, other general office administration operations, and some conference and event related activities. This position analyzes association practices and procedures and makes and implements recommendations for operational and procedural improvements, fosters cooperative working relationships among association staff, acts as a liaison with member agencies, and performs other duties as required.

## EXAMPLES OF DUTIES

### Financial and Accounting

- Oversees the daily internal operations of the Association's administration, including accounts payable, accounts receivable, payroll, purchasing, and other financial record keeping and reporting.
- Manages financial and administrative functions such as budgeting, forecasting, accounting, auditing, cash flow and investments management, financial reporting and analysis, taxation and governmental filings, and asset management.
- Conducts business accounting including payroll reporting and general ledger reconciliation/reporting.
- Coordinates the completion of the association independent audit and annual tax return with an outside auditing and CPA firm.
- In coordination with the Executive Director, develops annual budgets for Board review and approval, manages and participates in the Board Finance Committee and prepares regular Treasurer Reports.
- Manages all insurance application/renewal processes in coordination with the Executive Director.
- Manages the 401k retirement and healthcare plans, in coordination with the Executive Director and with the TPA and serves as a trustee for the retirement plan.
- Oversees the CASA Education Foundation and Endowment accounting and scholarship activities, working with the CEF Board and association manager, and maintains CEF records including insurance, tax filings and financial reports.
- Serves as primary point of contact, along with the Executive Director, with banking institutions as well as the Local Agency Investment Fund (LAIF).
- Develops and maintains systems of internal controls to safeguard and manage assets of the organization.

### Administrative and Office Management

- Maintains staff personnel records including salary, benefit programs, sick/vacation accrual/use, 401k contributions and all other related matters, and works with third party payroll provider (Paychex) to process and distribute payroll.
- Recruits, trains, and supervises volunteers and contract employees as needed, including onboarding of new employees. Administrate software solutions, troubleshoot issues with IT service providers and spearheads the setup new workstations and other employee onboarding activities.
- Participates in the development of requests for proposals and quotes for professional and/or contract services, assists the Executive Director in negotiating and administering contracts and agreements, reviews bills and invoices for accuracy, and prepares reports for Executive Director and Board review. Manages accounts and contracts for special projects.
- Prepares quarterly lobbying requests and reports to the Secretary of State for Fair Political Practices Commission (FPPC) filing, and tracks registration deadlines and other requirements for staff registered to lobby.
- Prepares and distributes dues invoices to members, tracks payments of dues, and follows up on delinquent payments.
- Instructs assigned staff in work procedures and ensures procedures are followed in accordance with established priorities.

### Association Services

- Participates in and oversees the development and administration of event budgets, monitors revenues and expenditures, and identifies and recommends resolutions for budgetary problems.
- Assists with pre-registration, planning and on-site staffing for CASA conferences and events.
- Develops and implements goals, objectives, procedures, and priorities for assigned events and programs; identifies resource needs; develops evaluation tools and assessments; develops, recommends, and implements standard operating procedures, improvements, or modifications.
- Manages and updates organizational policies as needed, including finance and personnel related policies, with the assistance and approval of the Executive Director and Board of Directors.
- Prepares, reviews, and presents reports and various management and information updates as assigned by the Executive Director.
- Attends and participates in professional group meetings, stays abreast of new trends and innovations in the field of association and office management, and research emerging products and enhancements and their applicability to association needs.
- Receives inquiries and provides information to the public regarding a wide variety of topics and successfully communicates with a variety of audiences as they relate to assigned programs and services.
- Support CASA membership strategies, including member retention and onboarding.

## MINIMUM QUALIFICATIONS

### Education and Experience

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Minimum of seven (7) years of experience in accounting, office management, non-profit association management, or a related field. Graduation from an accredited college or university with major coursework in accounting, business administration, public administration, or a related field may be substituted for two years of experience.

### Licenses and Certifications

Possession of, or ability to obtain, a valid California Driver's License by time of appointment.

### Office Location and Remote Flexibility

CASA's offices are located in Sacramento, CA. We currently work on a hybrid work schedule that includes two days of in person office time and remote work the remainder of the week. We generally anticipate this arrangement to continue going forward but reserve the right to require additional in office attendance as necessary.

**ANNUAL SALARY: \$85,000.00-\$115,000.00**

## BENEFITS

### Retirement

Employer contributions to retirement plan (typically 10% of salary each year, no employee match required)

### Health Care

Health Care, Dental, Vision Coverage for Employee and Dependents (up to amount of \$1,375 per month)

### Holidays

13 Paid Holidays Per Year

### Vacation Time

10 days (1-3 years of employment)

### Sick Leave

10 Days Paid Sick Leave Per Year

### HOW TO APPLY

Complete an application on Koff & Associates page [here](#).

This position is open until filled.

If you have any questions please contact lead recruiter Joshua Boudreaux @ [josh\\_boudreaux@ajg.com](mailto:josh_boudreaux@ajg.com)

