



## MIDLAND NEED TO READ

ADULT LITERACY PROGRAM

**About us** - Midland Need to Read was organized in 1984 with a one-year grant from the Texas Education Agency. Since 1985, we have been an independent organization funded by grants, donations, and the fundraising efforts of our Board of Directors. Following a capital campaign in 2000, we moved to our own facility, the "Literacy House," at 1709 West Wall Street.

The mission of Midland Need to Read (MN2R) is *to develop the literacy skills of adults so they can achieve their goals, improve their lives, and impact our community*. By offering four distinct services that address English Language Learning (ELL), Adult Education & Literacy (AEL), Digital Literacy (DL), and High School Equivalency Readiness (HSEr), MN2R is extending hope to adults who feel that limited literacy has ended their opportunities for success.

### **JOB DESCRIPTION**

**Job Title:** Finance and Administration Manager

**Reports to:** Executive Director

**FLSA Status:** Salary/Exempt

**Salary Range:** \$45,000- 48,000

**Summary** – The Finance Administration Manager contributes to the overall success of Midland Need to Read by effectively managing all bookkeeping/financial tasks and by analyzing/interpreting data for management by performing the following duties.

### **Primary Responsibilities**

- Perform all bookkeeping functions daily: accounts payable and receivable, in-kind donations, invoicing, journal entries, account reconciliation, monthly financial statements, revenue deposits, employee payroll, tax filings (payroll, monthly, quarterly, and annual), and special financial reports as needed (QUICKBOOKS). Must meet all official and internal deadlines.
- Maintain physical files for accounts receivable, accounts payable, individual contributions, corporate contributions, and grants. Retain supporting documentation and file appropriately.
- Prepare donor recognition letters with accurate, IRS-approved, tax-deductibility information. Ensure all donor recognition is sent out within 3 business days of receipt and that physical and digital copies are filed appropriately.
- Analyze financial data and create necessary and relevant reports for management.
- Count, record, and distribute incoming in-kind donations.

- Record and transfer information from Quick Books to Sumac software program on a daily basis.
- Perform all uAttend verifications and maintenance.
- Continually collect and compile information for annual financial audit (on a daily basis). Verify all audit checklist items at the close of each month. Assist with annual on-site audit.
- Conduct office supply inventory checks. Inform the Executive Director when an order is needed and place the orders. Distribute office supply orders received.
- Order program supplies (materials for students, instructors, tutors, and volunteers) when informed by staff of a need - after approval by the Executive Director.
- Supervise copier maintenance and needed supplies.
- Correspond with service companies on lease agreements.
- Verify accuracy of program data in SUMAC database utilizing an audit tracking system.
- Analyze collected program data and create relevant reports (relating to students, instructors, tutors, volunteers, classes, etc.). Regularly provide Executive Director with summary reports regarding programs and services.
- Prepare and deliver foundation and corporate grant proposals within deadlines (along with follow-up requests for information) and prepare annual schedule for grant writing activity.
- Collaborate with the Executive Director on all grant writing activity.

### **Administration Responsibilities**

- Receive all office visitors in a positive and pleasant manner. Notify appropriate staff member of visitor's presence and direct visitor to the waiting area.
- Work closely and transparently with all external partners including third-party vendors and consultants.
- Oversee administrative functions as well as facilities to ensure efficient and consistent operations as the organization scales.
- Answer incoming phone calls in a professional and courteous manner and route calls to the proper party. Take clear messages if party is unavailable or utilize voice mail system.
- Maintain office calendar, including recording and managing independently scheduled appointments and personal availability.
- Respond promptly to contact attempts and schedule appointments in a timely manner.
- Assist with preparations for and attend special events and fundraisers as needed.
- Assist with agency mail outs.
- Assist with special projects, as needed.
- Assist with general office maintenance, as requested.
- Attend and participate in staff meetings and Board of Director's meetings, upon request.
- Research and stay abreast of current trends and changes in the fields of literacy and adult education, including attending seminars and maintaining relationships with other professionals in the field.
- Attend professional development training, when requested.
- Complete any other required paperwork in a timely manner, including timesheets.

- Maintain confidentiality of students, instructors/tutors, donors, and employees.

### **Supervisory Responsibilities**

This job has no staff supervisory responsibilities.

### **Preferred Qualifications and Skills**

- A bachelor's degree in accounting, business, or nonprofit management and/or 2+ years of bookkeeping experience (QuickBooks preferred)
- Superior verbal, written, and presentation skills.
- Proven ability to manage and organize multiple time-sensitive projects while maintaining attention to detail and accuracy.
- Ability to function independently, within established guidelines and policies.
- Proficient in Microsoft Office applications, including Word, Excel, PowerPoint, and Outlook.
- Experience with databases preferred, but not required.
- Outstanding customer service ability.
- Ability to translate financial concepts to – and to effectively collaborate with -- program and fundraising colleagues who do not necessarily have finance backgrounds
- A track record in grants management
- Technology savvy with experience selecting and overseeing software installations and managing relationships with software vendors; knowledge of accounting and reporting software
- Excellent communication and relationship building skills with an ability to prioritize, negotiate, and work with a variety of internal and external stakeholders
- Personal qualities of integrity, credibility, and dedication to the mission of Midland Need to Read Nonprofit
- Commitment to the vision and mission of Midland Need to Read.

### **Physical Demands**

The physical demands of this position may include but are not limited to the ability to read and research data relating to the financial and statistical status of MN2R. While performing the duties of this job, the individual is required to view computer screens for extensive periods of time (2-5 hours/day) and also stand, walk, sit, stoop, reach, file, and lift (maximum 20 lbs.).

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **Work Environment**

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, and filing cabinets. Duties will be performed in a nonsmoking environment with moderate noise levels.

**The above statements are intended to describe the general nature and level of work being performed by an individual assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities, or required skills. Contents may be subject to change to meet the needs of the organization.**

\_\_\_\_\_  
**Employee Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Executive Director Signature**

\_\_\_\_\_  
**Date**