



www.makewayforbooks.org
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Tucson, AZ 85705
Phone: (520) 398-6451

Make Way for Books (MWFB) is a nonprofit 501(c)(3) organization established to promote early literacy and language development in Arizona. Our mission is to give all children the chance to read and succeed. Make Way for Books is seeking a full-time Finance Director to manage all financial aspects of the organization's \$2,400,000 budget.

POSITION DESCRIPTION: Director of Finance & Operations

REPORTS TO: Chief Executive Officer

SUPERVISES: Administrative Coordinator

PAY GRADE: \$65,000 to \$70,000 based on experience

FLSA STATUS: Exempt

CATEGORY: Staff – Regular, Benefits eligible (includes health, dental and vision insurance, paid time off, sick leave, and retirement contributions to a Simple IRA)

FULL TIME/PART TIME: Full Time (1.0 FTE)

POSITION SUMMARY

Make Way for Books seeks an independent, yet team-oriented Director of Finance & Operations who will thrive in a fast-paced environment and who is well-suited to working collaboratively with the Board of Directors and staff. The Director of Finance & Operations is responsible for all aspects of managing the organization's finances, providing monthly financial statements and an annual budget to the Board of Directors and Leadership Team, and all bookkeeping. Ideal candidates will demonstrate strategic, big-picture thinking backed by an added focus on the detailed, tactical aspects of the work that seeks and accepts decision authority and responsibility while effectively weighing risks against the benefits. Ideal candidates must have the ability to learn quickly, think flexibly and strategically, collaborate effectively, and delegate appropriately. The candidate will be an incisive communicator while being direct, respectful, supportive, and self-assured in dealing with others. The successful candidate must also recognize and adjust quickly to change and handle stress effectively. Success in this position requires managing multiple priorities while working with others to help accomplish the overall goals of the organization. As part of the Leadership Team, the Director of Finance & Operations works with the leadership team in planning and executing Make Way for Books' strategic objectives and programs. A successful candidate will personally and professionally exhibit the MWFB core values that can be found on our website at <http://makewayforbooks.org/our-core-values/>

ESSENTIAL DUTIES

Accounting, Payroll and Financial Management Tasks

- Responsible for all aspects of accounting, including entering and paying bills, processing all incoming grants and donation transactions, and preparing monthly financial statements, including bank reconciliations and journal entries.
- Maintain and prepare all necessary materials as requested by external auditor for annual audit and Form 990 preparation. Schedule annual audit. Maintain employee files, ensure employee information is accurate (time off, pay, deductions, additions, etc.), keep payroll system updated and process payroll using Paychex for around 30 people.
- Reconcile all bank and investment accounts.
- Track and monitor temporarily restricted fund activity, including new grants and contributions.
- Provide oversight on employee benefits program along with annually evaluating the health and dental insurance as well as property and liability insurance
- Submit grant reimbursement requests as needed for various program expenses.
- Oversee purchasing procedures for program, development and administrative expenses.
- Ensure all grants are appropriately logged in the donor management software Neon.
- Maintain financial security by assisting in the implementation of internal controls.
- Develop and maintain yearly organizational and program budgets.
- Communicate financial reports and analysis monthly for CEO and Board of Directors. Serves as staff liaison for the Board Finance Committee and schedules meetings.
- Partner with MWFB team to evaluate financial needs and goals on an ongoing basis.
- Provide financial information necessary for all grant proposals in collaboration with MWFB team including budgets and budget narratives.
- Execute grant subcontracts and contracts with independent contractors.

Operations Management

- In conjunction with IT provider, design an IT plan for the present and future, and implement it successfully to meet IT needs (hardware and software) as the organization grows.
- Oversee the management of all databases and systems.
- Oversee the management of the physical infrastructure, physical plant, and system maintenance (phone system, security, copiers, cleaning, supplies, etc.).

Human Resources

- Keep abreast of current trends and changes in HR, and develop and implement updates to human resource policies and strategy as needed; model and enforce organization policies; update Employee Handbook annually.
- Oversee the management of all human resource functions including payroll reporting, recruiting, new employee orientations, compensation, benefits management, retention strategies, regulatory and legal compliance, and performance reviews.
- Provide supervision and assigning tasks to Administrative Coordinator and conduct annual performance reviews; mentor and develop employees using a supportive and collaborative approach.
- Perform other job-related tasks as identified and directed.

MINIMUM QUALIFICATIONS

- Must have past experience working with a nonprofit organization that managed multiple grants throughout the year with budgets exceeding \$1 million. Excellent understanding of non-profit accounting standards and industry-specific issues.
- Bachelor's degree or higher in accounting, business administration, or related field OR any combination of experience working in accounting role(s), with demonstrated proficiency with budgeting, organizational accounting systems/processes, including databases and reconciliation.
- In-depth knowledge of accounting principles, procedures, and financial controls; solid knowledge and history of implementing GAAP (Generally Accepted Accounting Principles).
- Shows enthusiasm, initiative, dependability, and flexibility. Has a flexible work style adapting to changing demands and priorities.
- Positive interpersonal skills.
- Advanced skills using MS Word, Excel, QuickBooks, and donor management software.
- Strong time management and organizational skills with a high sense of detail-orientation, accuracy, follow-through, teamwork, and accountability.
- Excellent oral and written communication skills.
- Ability to work creatively with limited human and financial resources.
- Strong problem-solving and process-improvement skills.
- Ability to maintain confidentiality with all data, information, and records.
- Demonstrated resourcefulness in setting priorities, proposing new ways of creating efficiencies, and guiding investment in people and systems
- Technologically savvy, with an ability to point to examples of having worked with IT staff to develop and implement new processes and systems that increased efficiency in a fast-moving environment
- Flexible and a self-starter; able to multitask while also being highly detail-oriented
- Personal qualities of integrity, credibility, and a commitment to organization's mission and Core Values

PREFERRED QUALIFICATIONS

- Professional or volunteer experience with other nonprofit organizations.
- Strong interest in our mission of promoting early literacy.
- Experience in motivating, training, and supervising others.

PHYSICAL DEMANDS/WORKING CONDITIONS

- This position requires a minimum of 40 hours per week and occasional Saturdays and/or evenings.
- Intermittent physical activity including bending, reaching and lifting up to 40 lbs.
- Responsible for own transportation to and from work.
- Ability to work extended periods of time in front of a computer screen.
- We are currently working in a flexible work environment where the successful candidate can work at home or at work until it is safe to be in person fulltime.

THE INTENT OF THIS POSITION DESCRIPTION IS TO PROVIDE A REPRESENTATIVE SUMMARY OF THE ESSENTIAL DUTIES PERFORMED BY THE FINANCE DIRECTOR. THE FINANCE DIRECTOR MAY BE REQUIRED TO PERFORM OTHER JOB-RELATED TASKS OTHER THAN THOSE SPECIFICALLY PRESENTED IN THIS DESCRIPTION.

Make Way for Books does not and shall not discriminate on the basis of race, color, ethnicity, religion (creed), gender, gender expression, gender identity, age, national origin (ancestry), citizenship, economic circumstances, disability, marital status, familial status, sexual orientation, veteran status, or military status, in any of its activities or operations. These activities include, but are not limited to, hiring and firing of staff, selection of volunteers and vendors, and provision of programs and services. We are committed to providing an inclusive and welcoming environment for all members of our staff, clients, volunteers, subcontractors, and vendors. All MWFB staff members are expected to join with and uphold this commitment.

PRE-EMPLOYMENT SCREENINGS

Make Way for Books conducts pre-employment screenings for all positions, which may include a criminal background check, verification of academic credentials, licenses, certifications, and work history. In addition, a check of names and identification documents is conducted on all new employees to ensure they are legally authorized to work in the United States. Make Way for Books is an EEO/AA – M/W/D/V Employer.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee regularly spends long hours sitting and using office equipment and computers. The employee frequently is required to walk; climb or balance; stoop, kneel, or crouch; and talk and hear. During special events the employee may be required to spend hours on their feet. The ability to use fingers of one or both hands to grasp, manipulate, control or feel objects. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds, anything greater should be done with assistance.

TO APPLY: Please e-mail a resume, cover letter, and contact information for three references to ally@makewayforbooks.org