



## Job Description

**Job Title:** Finance Associate  
**Job Department:** Administration  
**Supervision:** CFO

**Revised:** November 2020  
**Status:** Salaried

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**Job Summary:** Responsible for providing general financial/administrative support to SLD Read. S/he will continue to build and manage effective and streamlined administrative/financial systems, including financial, accounting, Accounts Payable, Accounts Receivable, Payroll and various ad hoc projects. S/he will provide support in various operations and office management tasks as well.

### Essential Functions:

*Quality Services - Strives to meet or exceed expectations in the delivery of services; contributes to enhancing the quality of the work environment.*

- Drives SLD Read forward in achieving its mission of bringing the power of reading, writing, and spelling to all individuals enabling them to achieve their full potential.
- Reporting directly to the CFO working closely with other leadership Directors; oversee and maintain all budgets, accounting policies and staff to ensure successful operations within financial guidelines.
- Oversees the general accounting function, which includes inter-company accounting, Accounts Payable, Accounts Receivable, Payroll, credit card management and general office support.
- Responsible for implementing and maintaining a system of internal controls that will ensure that company assets are adequately safeguarded and that all financial reporting is prepared in compliance with all financial policies, SEC requirements and US GAAP.
- Coordinates and works with Executive Director/s and CFO with all audit activities.
- Advises the SLD Read team on issues related to financial initiatives.

*Teamwork - Effectively works with other members of a team, drawing on all resources to achieve a common goal or solve a problem. Promotes teamwork as a way to generate positive and creative results.*

- Works with the Leadership Team to identify and recommends best practice financial procedures for all departments.
- Works cooperatively with SLD Read staff to match departmental needs. Works directly with all Directors to ensure income to expense ratio.
- Implements documentations for compliance with staff hiring and performance files; works with CFO and Operations Manager for consistency and accuracy.
- Helps ensure effective and thorough follow through on projects, timelines, and directions.
- Supports collaborative work efforts with the Marketing, Accounting, Training, Operations and Education Services departments.

*Resource Stewardship - Manages resources, such as time, expenses, supplies, labor, etc. well to ensure their prudent use; develops staff resources through training, mentoring, coaching, etc.*

- Manages all income and expenses, reviews with the Executive Director/s.
- Assists in the creation and adheres to SLD Read policies and standards.
- Prepares monthly purchase requisitions for maintained inventory of office/student supplies.
- Establishes rapport with clients, board members, donors, vendors, and professional counsels.
- Adheres to all local, state and federal laws regarding donations and follows all SLD Read standards for donor integrity.

*Mission Outreach - Educates the community on services provided by SLD Read. Actively promotes SLD Read's mission with students, families, communities and referral sources; offers services that fits the diverse needs of the community.*

- Represent the organization at community activities to enhance the organization's community profile.
- Participates in and upholds the values and processes devoted to continuous quality improvement in all SLD operations.

### **Working Relationships:**

Internal: Member of the SLD Leadership Team with relationship to Director of Training, Director of Education Services, Executive Management Team and Operations Manager. Direct relationship with all staff, tutors, volunteers and supporters

External: Volunteers, donors, parents, general public and related businesses.

**Qualifications:**

- Associates degree in Finance or Accounting required.
- Two years general office management experience and finance.
- Technologically savvy, with an ability to develop and implement new processes and systems that increase efficiency in a fast-moving environment.
- Adaptability: Demonstrates a willingness to be flexible, versatile and/or tolerant in a changing work environment while maintaining effectiveness and efficiency.
- Build Relationships: Establish and maintain working relationship with vendors, clients, parents and staff to achieve the goals of SLD Read.
- Computer skills including Microsoft Word and Excel or equivalent.
- Raiser’s Edge experience requested.
- Excellent oral and written communication skills.
- Must be organized, detail oriented, and able to work weekends.
- Must display initiative in managing projects with minimum supervision and an ability to meet deadlines under changing conditions and circumstances.
- Ability to proactively multi-task and coordinate multiple projects and events with flexibility and an eye for detail.
- Ability to work in a team environment and work independently as well

This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of the position that will be given this title of Finance Manager –*West Michigan*, and shall not be construed as declaring what the specific duties and responsibilities of any supervisor to assign, direct, or control the work of employees under his/her supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are a similar kind or level of difficulty.

**STANDARDS FOR MEASURING PERFORMANCE**

1. Annual (or more frequent) employee performance evaluation.
2. Effective communications as judged by the Executive Director/s
3. Maintaining administrative expenses establish for SLD Read.
4. Failure to comply with SLD Read policy and procedures may result in disciplinary action up to and including termination of employment.

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CFO	Date	CFO	Date
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