



Job Vacancy Notice

Position Title:	Friends of the THC Program Specialist – Office Administrator & Bookkeeper
Classification Title:	Program Specialist II
Job Posting Number:	22-67
Salary:	\$4,000.00-\$4,500.00/Monthly
Salary Group/Class#:	B18/1571
FLSA:	Exempt
Opening Date:	07/05/2022
Closing Date:	Until filled
Duration:	Regular, Full-time
Hours/Week:	40
Work Location Address:	1510 North Congress Avenue, TX 78701

JOB OBJECTIVE: Perform moderately complex bookkeeping services and administrative assistance work for the efficient operations of the Friends of the Texas Historical Commission (FTHC) and the THC's Development Office. Work involves supporting the programs and projects of the FTHC, providing administrative services and technical assistance to program staff, government agency partners, allied community organizations, or the general public. Work under general supervision of the Executive Director of the FTHC, with latitude for the use of initiative and independent judgment.

ESSENTIAL DUTIES:

Bookkeeping and Financial Management

1. Serve as the bookkeeper for the organization, processing and managing, with oversight from the ED, all financial transactions for the Friends of the THC. Manage all daily bookkeeping and financial transactions using QuickBooks. Assist with budgeting.
2. Coordinate monthly financial statement reconciliation and prepare reports for quarterly board and committee meetings.
3. Prepare gift transmittals, make deposits, and enter financial transactions into QuickBooks and NEON, the donor database.
4. Coordinate and prepare all financials and the necessary information for annual audit, 1099s and tax returns.
5. Prepare financial reports to THC staff and board of director meetings.
6. Serve as the main point of contact for the Friends Fiscal Sponsorship Program.
7. Prepare travel arrangements and reimbursements as needed.

Annual Fund Mailings, Renewals, and Communications

8. Assist the Executive Director and Development Manager in coordinating the annual fund program
9. Manage all annual fund mailings and renewal mailings.
10. Maintain renewal mailing schedule and track responses.
11. Manage timely acknowledgments for all donations, including sending thank you gifts.
12. Assist in coordinating all Friends communications – newsletters, email communications, website updates, notice of events, etc.

Development Support

13. Maintain the accuracy and currency of the NEON Database, including ensuring all requests submitted, and gifts received are entered and updated promptly in the database.
14. Work with Friends of the THC ED and Development Manager, as well as the THC staff to ensure accurate and consistent database information.
15. Work with ED and development staff to produce analytic finance and fundraising reports.
16. Train THC staff and facilitate utilization of NEON CRM software across agency, to build proficiency and maintain accuracy of data.
17. Work closely with THC staff to integrate use of CRM software for event registrations, contact list management, etc.

Provide General Administrative Support for Friends Staff

18. Support ED on all contract management.
19. Support Development Manager in the coordination of the annual internship program.
20. Process all incoming and outgoing mail, and manage donor stewardship, timely acknowledgment letters, and thank you gifts mailing.
21. Process gifts, pledges and acknowledgements ensuring timeliness and accuracy.
22. Order office supplies and materials.
23. Assist ED and development Manager as needed with meeting preparation.
24. Adhere to established work schedule with regular attendance.
25. Follow all THC safety guidelines/procedures and ethics requirements.

NON-ESSENTIAL DUTIES:

26. Perform other duties as assigned.

QUALIFICATIONS/REQUIREMENTS (The application must specifically state how each of the following qualifications are met):

- Graduation from an accredited four-year college or university;
- Minimum three years' work experience in bookkeeping/financial management, administrative support work or in office management or administration, database management, donor relations/development or non-profit administration;
- Experience in bookkeeping, accounts payable/receivable, inventory management, databases;
- Proficiency in QuickBooks, Microsoft Office Suite, and database management (CRM systems), such as NEON, Raiser's Edge, or other similar database software;
- Valid driver's license, acceptable driving record and ability to drive a state vehicle; and
- Required to travel up to 10% of the work period.

PREFER:

- Proficiency or experience with website software, such as WordPress, Square Space, etc.
- Demonstrated interest in history, history preservation, or the arts;
- Work experience in nonprofits.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Effective verbal and written communication, human relations, and organizational skills;
- Knowledge of general office management, administrative, accounting, and clerical procedures;
- Skill in the use of general office machines;
- Skill in providing customer service excellence to both internal and external customers;
- Skill in operating a personal computer with word processing, database, and spreadsheet software;
- Ability to plan, organize and work independently, as well as within a team environment;
- Ability to implement new systems and procedures to evaluate efficiency and effectiveness;
- Ability to work in a setting requiring self-motivation/cooperative decision-making and to work effectively with diverse groups of people;
- Ability to work effectively under pressure and meet strict deadlines while maintaining extreme attention to detail;
- Ability to multi-task in a fast-paced environment;
- Ability to adapt successfully and quickly to change and deliver quality results in a timely manner;

- Ability to plan, organize and work independently, as well as within a team environment;
- Ability to train others;
- Ability to exercise sound judgment and discretion; and
- Ability to maintain the highest level of confidentiality.

REGISTRATION, CERTIFICATION, OR LICENSURE:

Must have or obtain a valid Driver's License and Defensive Driving Course to be able to operate state vehicles.

ENVIRONMENT/PHYSICAL CONDITIONS: The workplace setting is a historic building, in an office and occasionally in outdoor settings where there is exposure to high temperatures, weather, dust, insects and pollution. This employee typically works Monday through Friday, 8:00 a.m. to 5:00 p.m. with periodic evening and/or weekend work. This position involves climbing one steep flight of stairs on a regular basis. It may also occasionally involve pulling and pushing; kneeling, stooping, and bending...

REMARKS (Application procedures, Special requirements): State of Texas application must be submitted through the [CAPPS website](#). Only applicants interviewed will be notified of their selection or non-selection. Resumes will NOT be accepted in place of a completed application.

The Texas Historical Commission is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, national origin, genetic information, age or disability in recruitment, selection, appointment, training, promotion, retention, or any other personnel action or deny any benefits or participation in programs or activities which it sponsors.

Section 651.005 of the Government Code requires males, ages 18 through 25, to provide proof of their Selective Service registration or of their exemption from the requirement as a condition of state employment.

As part of the employment process, THC will conduct a driving and criminal background check. Unsatisfactory information relevant to the position may disqualify the applicant from employment.

Disability access for testing and interview accommodations can be provided upon reasonable notice by contacting Human Resources at 512-305-6729.

THC participates in E-Verify and will provide the Social Security Administration and, if necessary, the Department of Homeland Security with information from each new employee's Form I-9 to confirm work authorization.

Additional Military Crosswalk information can be accessed at:

https://hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC_ProgramManagement.pdf

Veterans: Go to www.texasskillstowork.com for assistance with translating your military work experience and training courses into civilian job terms, qualifications/requirements, and skill sets.

For New Hires/Rehires: Health insurance is available the 1st of the following month after a 60-day waiting period.

**AN EQUAL OPPORTUNITY
AFFIRMATIVE ACTION EMPLOYER**

PLEASE SUBMIT APPLICATIONS, WITH A COVER LETTER AND RESUME AT THE [CAPPS website](#).