

JOB POSTING

DIRECTOR OF FINANCE/MEMBERSHIP

TEXAS FOREIGN LANGUAGE ASSOCIATION

Executive Board of the Texas Foreign Language Association is currently accepting applications for the position of Director of Finance/Membership TFLA. The Board seeks a talented individual with expertise in world language education and excellent organizational skills. The Director of Finance/Membership will be primarily responsible for maintaining and reporting the financial records of the Organization and keep the Executive Board informed about all financial matters. Interested candidates should carefully read the exact duties as specified in the 2016 TFLA Constitution and Officer Job Duties Manual (see below). This position is open to any current, active member of TFLA. To apply for this position, please fill out an electronic [Application](#) in which you will upload a letter of intent and a current resume. If you have any questions about the application process, please email Marie Douglass, TFLA Immediate Past President, at pastpresident@tfla.org. **Applications are due March 25th 2019 at 5:00 pm.**

*One of the goals of the executive board for the 2019 year is to review and revise both the constitution and officer duties manual.

Director of Finance/Membership Current Duties in TFLA Constitution (2016)

The duties of the Director of Finance/Membership shall be as follows:

- to maintain and report on the financial records of the Organization in such a way that provides transparency to the membership
- to sign official fiscal papers and documents of the Organization
- to monitor budget compliance and to bring discrepancies to the attention of the Executive Board
- to keep the Executive Board informed about all financial matters
- to compile annual budget requests from Executive Board members and to submit them to the Board for approval
- to keep the Executive Director and the Executive Board informed of monetary transactions
- to maintain accurate records on conference and professional development expenditures/income
- to monitor bank accounts and transactions regularly
- to work closely with the insurance agent to ensure that the insurance for the Organization is adequate and current each year.

Director of Finance/Membership Duties as listed in the TFLA "Officer Duties Manual" (2016)

DUTIES of the Director of Finance/Membership

The duties of the position of Director of Finance are as follows:

- to maintain and report on the financial records of the Organization in such a way that provides transparency to the membership
- to sign official fiscal papers and documents of the Organization
- to monitor budget compliance and to bring discrepancies to the attention of the Executive Board

- to compile annual budget requests from Executive Board members and to submit them to the Board for approval
- to keep the Executive Director and the Executive Board informed of monetary transactions
- to keep the Executive Board informed about all financial matters
- to submit a detailed financial report to the Executive Board at all meetings
- to maintain accurate records on conference expenditures/income
- to monitor bank accounts and transactions regularly
- to work closely with the CPA to ensure that yearly compliance and tax reports are filed on time
- to monitor and work with the insurance agent to ensure that the insurance for the Organization is adequate and current each year

The duties of the office begin in an odd-numbered year and run for two years. The duties of this office will continue for an additional two years, pending the bi-annual Board review and approval. There is no term limit for this position.

1. Attend all TFLA Executive Board meetings.
2. Prepare a calendar of events and deadlines for the office of Director of Finance.
3. Be the custodian of, receive and disburse money and other securities and properties of the Organization.
4. Maintain the official financial records of the Organization.
5. Sign official fiscal papers and documents of the Organization.
6. Work with the Executive Director to develop an annual budget for the Organization.
7. Oversee the electronic collection of annual membership dues.
8. Oversee the electronic collection of dues collected at the AFC.
9. Pay all bills incurred by TFLA.
10. Present a financial statement at each regular Board meeting.
11. Present a complete, itemized financial statement and annual budget at the January Executive Board meeting.
12. Furnish the Editor of the TFLA Journal with a membership list.
13. Serve as the Membership Committee chairperson.
14. Monitor the tax-exempt status for TFLA and keep the Board informed of any changes.
15. The Director of Finance does not sign any contracts for which he/she will write checks.
16. Work with the Executive Director to secure a location for Board meetings.
17. Correspond with Board members prior to meeting and conference to coordinate hotel reservations and to make travel arrangements.
18. Make hotel, registration and travel arrangements for Board members and guest presenters at meetings and professional development offerings of the Organization.
19. Remind Board members that travel and hotel expenses to Board meetings are paid by TFLA.
20. Propose a per-mile reimbursement amount to the Board for its approval at the January meeting.
21. Review with the President and Executive Director prior approval forms from Board members for conference attendance (ACTFL, SWCOLT, etc.) and any other TFLA paid activities.
22. Update the bulk e-mail service membership list monthly.
23. Maintain Quick Books to update the financial records of the Organization monthly.
24. Provide a summary of Income/Expenses to the Board at each meeting following professional development offerings of the Organization.
25. At the end of each fiscal year, present a revised copy of the annual budget showing earnings/losses of the Organization.
26. Work with the Executive Director to plan the annual budget of the Organization.
27. Work with the Immediate Past President to order and purchase awards, recognitions and plaques for the AFC.

28. Work with the Director of Technology and the Executive Director to ensure the printing of name badges for the AFC.
29. Work with the Executive Director to create the online registration information.
30. In the weeks preceding the AFC, record and monitor registrations and verify current memberships of attendees.
31. In the weeks preceding the Summer Institute, record and monitor registrations and verify current memberships of attendees.
32. Work with the CPA to send in all required tax documents on or before the required reporting date.
33. Work with the CPA to collect, prepare and distribute W-9 and 1099 forms to all parties who receive \$600 or more from the Organization for their services.
34. Maintain accurate records of all pertinent information relating to the office of Director of Finance.
35. Following resignation or dismissal from this office, pass on all records, calendars, digital files and pertinent information to the incoming Director of Finance.

NOTE: All documents, materials and publications created for TFLA by the Director of Finance/Membership become the property of the Texas Foreign Language Association.