



## **INPRINT BUSINESS & ACCOUNTING MANAGER (PART-TIME)**

Inprint seeks a highly motivated, detail-oriented, team-spirited part-time Business & Accounting Manager to oversee day-to-day business and financial activities of a mid-size nonprofit literary arts organization, including: managing revenues and expenses; maintaining bank records; tracking outside investment of endowment and cash reserve; creating organizational, program, and grant budgets; developing financial reports to the Board of Directors; overseeing taxes, auditing of financial statements, office equipment, and insurance; working closely with the Executive Director and Board Treasurer to keep the organization in compliance with the law; and other duties in support of Inprint's mission and activities.

The ideal candidate will have experience in nonprofit accounting or comparable work (preferably 3-5 years); will be a strategic and critical thinker, capable of handling several tasks simultaneously; and works well both independently and collaboratively. The candidate must be proficient in QuickBooks and Excel. We seek a well-organized individual who wants to be part of a hard-working, committed, creative team in a small, friendly, efficient office. Candidates must share a passion for books and the written word. Responsibilities include:

### **Day-to-day operations:**

- Manage all banking activity in QuickBooks, including paying bills, instructors, and visiting authors; making bank deposits; transferring and recording revenues from PayPal; tracking pledges and pledge payments in QuickBooks; maintaining accounts receivable and payable; managing payroll and payroll taxes.
- Maintain all records of accounts at financial institutions.

### **Oversee investment accounts for the endowment and cash reserve:**

- Work with outside portfolio manager and Inprint Treasurer on amount and timing of endowment and cash reserve payouts and review of quarterly reports from portfolio manager.
- Track the value of endowed fellowships, develop payout scenario for Finance Committee, and work with Associate Director to determine assignment of fellowships.

### **Assessment and analysis of finances:**

- Work with Executive Director, Associate Director, and key Board committees and staff to create an annual organizational budget and specific program and grant budgets.
- Prepare monthly Board financial reports and give highlights of reports at meetings.
- Prepare financial results for year-end grant reports.

### **Taxes:**

- Pay payroll taxes and prepare and submit quarterly reports to the IRS.
- Collect W9 forms from and prepare 1099 forms to distribute to contractors/instructors and submit to IRS.
- Prepare W2 forms to distribute to staff and Social Security Administration.
- Work with accountants to supply information needed for the 990 tax report to be submitted to the IRS and posted on GuideStar.
- Handle IRS correspondence and implement required policies, such as Conflict of Interest, etc.

### **Audited financial statements:**

- Work with auditors to go through files, answer questions, and retrieve any materials requested.

- Review draft of audit and compare to previous years, identifying anomalies.
- Distribute draft and arrange for auditor's presentation to Executive Committee.

**Act as liaison with Finance Committee:**

- Work with Treasurer to schedule, prepare materials for, and report to the Board important discussions of and actions taken by the Finance Committee.

**Other Duties:**

- Track data and generate organizational metrics for use on City of Houston Data Arts profile and elsewhere.
- Help with staffing and execution of major events, such as Inprint Brown Reading Series, *Cool Brains!* and gala.
- Oversee the purchase and maintenance of office equipment, the selection of utility and phone/internet providers, and organizational insurance needs.
- Other duties as needed.

**About Inprint**

A nonprofit organization founded in 1983, the mission of Inprint is to inspire readers and writers in Houston. Focusing fiction, poetry, and creative nonfiction and serving more than 15,000 people annually, Inprint has helped to transform Houston into a diverse and thriving literary metropolis where creativity is celebrated and Houstonians come together to engage with the written word.

- Thousands of individuals of all ages meet and hear from the world's most accomplished writers through the Inprint Margaret Root Brown Reading Series and *Cool Brains!* Inprint Readings for Young People, which puts hundreds of books directly into children's hands.
- Inprint writing workshops for the general public and tuition-free community workshops for school teachers, senior citizens, healthcare providers, veterans, the incarcerated, and others help individuals of all backgrounds to become better writers and share their stories.
- The Inprint Poetry Buskers, armed with typewriters, write poems on demand and increase appreciation for poetry in communities throughout the city.
- *Ink Well*, a podcast presented by Inprint and Tintero Projects, showcases emerging and established writers.
- Inprint has provided, since 1983, more than \$4 million in fellowships and prizes to graduate students at the UH Creative Writing Program, enabling 500+ of the nation's top emerging writers to impact communities through writing, teaching, outreach programs, and more.
- Inprint's collaborations with other institutions, serving as host for local literary events, and support of writers throughout the years have resulted in a blossoming of workshops, readings, and grassroots literary initiatives across and beyond Houston.

The position is part-time, 25 hours per week. Benefits include three weeks' vacation plus holidays, retirement plan, and a flexible and pleasant work environment. Some evening and weekend work required.

**To apply**, submit résumé and cover letter by email (no phone calls, please) to [hr@inprinthouston.org](mailto:hr@inprinthouston.org). Please put the job title in the subject line of the email. Start date is May 1.

Inprint is a 501(c)(3) nonprofit organization and an equal opportunity employer that values workplace diversity.