

MEXICAN AMERICAN UNITY COUNCIL, INC.

FUNCTIONAL JOB DESCRIPTION

POSITION TITLE: Community Manager

PROGRAM: Palacio Del Sol Senior Apartment Living

REPORTS TO: President & CEO

SUMMARY

The primary function of the affordable housing Community Manager is to effectively assist residents and their occupant family members that have requested support in enhancing the quality of their lives and successfully participating in the educational and economic mainstream. The position provides residents with information about supportive access to local services and resources that can assist the residents to achieve their life opportunity objectives. The Community Manager is an integral part of the community team and plays a critical role in the overall positive image of the community and enjoyment of its residents and the respect of the community's neighbors. Must be familiar LIHTC and HUD program requirement and compliance.

MEXICAN AMERICAN UNITY COUNCIL, INC.

FUNCTIONAL JOB DESCRIPTION

POSITION TITLE: Development Manager

PROGRAM: MAUC

REPORTS TO: President & CEO

SUMMARY

This position provides leadership & expertise in writing, tracking and stewarding donor proposals and gifts for the Office of the President. Plans, implements and manages public relations, marketing and proposal development and solicitations focused on MAUC's priorities. Responsible for prospect identification and solicitation, proposal development, mobilization of outside support and coordination of internal support activities with a special focus on corporate and foundation fundraising. Operates independently in assigned areas. May supervise support staff.

MEXICAN AMERICAN UNITY COUNCIL, INC.

FUNCTIONAL JOB DESCRIPTION

POSITION TITLE: Bookkeep/Accountant

PROGRAM: MAUC

REPORTS TO: President & CEO

SUMMARY

MAUC is currently looking for an experienced bookkeep/Accountant. The ideal candidate will have a stable work history and be proficient with all of Microsoft Office and MS Dynamics.

Responsibilities Include:

Preparing the monthly trial balance, monthly financial statements, perform month end closing, records assets, leases and expenditures and perform monthly account reconciliations and general ledger analysis. Accounts Payable and accounts receivable processing; Prepare bank deposits and bank reconciliations in computerized accounting systems.