



### Job Announcement

<b>Position:</b> Finance Director	<b>Department:</b> Administration
<b>Location:</b> Hughesville	<b>Employment Status:</b> Full-Time
<b>FLSA:</b> Exempt	<b>Compensation:</b> Commensurate on qualification and experience
<b>Weeks Worked:</b> 52	<b>Work Per Week:</b> 40
<b>Opening Date:</b> April 20, 2018	<b>Closing Date:</b> Until Filled

Applications Accepted By: Mail and Online	
<b>Mail to:</b> SMTCCAC, Inc. - Human Resources Dept. P.O. Box 280 Hughesville, MD 20637	<b>On line at:</b> <a href="http://www.smtccac.org">www.smtccac.org</a>
<b>Required Documents:</b> The following documents are required based on job: In addition to your application and resume please provide a copy of your high school diploma, degree and/or a copy of your college transcripts. <b>Applications and Documents submitted with missing information will not be considered. Do not send application's via Fax.</b>	

**Job Description:**

Directly responsible to the President for the overseeing the day-to-day financial operations of the organization, including the accounting payroll, accounts payable and accounts receivable. Supervision of a Fiscal Unit that complies with all standards established by GAAP and OMB circulars regarding non-profit fiscal management.

**Qualifications/Requirements:**

**Bachelor's Degree** in Accounting or Business Administration, and seven (7) years experience in an accounting management position. CPA or CMA encouraged. Experience and working knowledge of generally accepted accounting principles (GAAP), OMB A-133, auditors, grants management, nonprofit management, etc. Experience and a working knowledge of MIP/Abila accounting software preferred. Personnel management experience necessary.

Experience working with strong work ethic, attention to detail, ability to multitask, integrity, problem-solving skills. Skills and proficiency using Microsoft Word, Excel, Outlook, or other software applications to retrieve data, create spreadsheets, and reports. Must maintain confidentiality at all times. Ability to plan, organize and prioritize assignments to independently meet deadlines and complete tasks in an accurate manner, under pressure of constant interruption. Demonstrated ability to analyze problems/issues, gather data and information, evaluate and recommend alternative solutions, or effect solutions with a tolerance for ambiguity and change, when necessary.

Communication skills to effectively and professionally communicate using tact and diplomacy with internal and external community. Clearly demonstrated team-building skills to establish and maintain good working relationships with colleagues with an emphasis on tact, diplomacy, flexibility, collaboration, professionalism, and discretion. Knowledge of budget planning, preparation, and administration to make realistic, equitable fiscal decisions, present and defend budget concerns persuasively, and prepare detailed budget reports. Excellent writing and grammar skills to independently draft correspondence pertaining to the fiscal management of the Agency.

**Communication Skills:** Communicates effectively, appropriately, and professionally in written and verbal formats with upper management in a precise and easy to understand way.

**Responsibilities and Duties:**

Maintains a file of all contractors' current certificates of professional liability insurance coverage (which must be updated annually for workers compensation audit review).

Analyze the HPG loan conditions presented, negotiate conditions as appropriate and make recommendations regarding the acceptance or rejection of the same.

Responsible for business liability insurance and bonds.

- Allocation of insurance premium.
- Facilitate business insurance claims.
- Maintain files of all contracts, lease, insurance policies, bonds and related documents.

Manage current mortgage obligations and facilitate the HPG loan process.

- Develop and maintain a roster of all notes payable held by corporation or guaranteed by the same and provide statements to borrowers as required.
- Prepare loan applications and analyze the loan conditions presented, negotiate conditions as appropriate and make recommendations to the Supervisor regarding the acceptance or rejection of the same.
- Prepare settlement reports for property closings or other partnership expense/payments and secure Corporation payment.

Oversee the certifications of HPG loans.

Revise as necessary the Agency's Fiscal Manual to include newly established requirements.

Assist in the planning of all budgets.

Develop an indirect cost proposal annually to submit to Approving Agency.

Maintain a general ledger tracking all disbursements.

Maintain cash receipts, disbursements and general journal ledgers for each grant or contract funded to SMTCCAC, Inc.

Supervise the reconciliation of all accounts within two weeks of check returns.

Maintain a system of cash account balancing prepared at the completion of bi-weekly disbursements.

Assure that a cash receipts control journal is kept by a non fiscal staff member.

Maintain the Agency's inventory system updating it annually.

Comply with A-133 auditing standards.

Provide monthly financial reports on the expenditures and balances of all budgets.

Advertise and secure the services of a CPA firm to complete annual audits.

Advertise and secure the services of an insurance firm to provide comprehensive business services to the agency including bonding and liability.

Maintain appropriate fiscal records to comply with all contractual agreements.

Prepare fiscal reports required by grant or contracts.

Maintain system for decentralized purchase orders.

Develop an on-going training program to keep project staff abreast of fiscal policies and procedures.

Meet with project directors on a quarterly basis for fiscal management.

Ensure that all bills are paid on time.

Complete fiscal reports and submit on time to various funding services.

Distribution of mail with Human Resources Department.

Review Partnership monthly financials and budgets

Identify and secure funds for program operations, expansion, and continuation.

Prepare monthly programmatic and any reports required by funding sources.

Participate in internal and external monitoring reviews.

***An Equal Opportunity/Affirmative Action Employer***