



### Job Announcement

<b>Position:</b> Director of Finance	<b>Department:</b> Administration/Executive
<b>Location:</b> Hughesville, MD	<b>Employment Status:</b> Full-Time
<b>FLSA:</b> Exempt <b>Grade:</b> 20	<b>Compensation:</b> \$100,000 - \$152,119
<b>Weeks Worked:</b> 52 <b>Revised:</b> 06/03/2022	<b>Work Per Week:</b> 40 + hours Monday – Friday, some evenings/weekends
<b>Opening Date:</b> June 18, 2022	<b>Closing Date:</b> Until filled

**Summary of Job Description:** The Director of Finance serves the agency as Chief Fiscal Officer. Directly responsible to the President for the overseeing and financial application of the day-to-day financial operations of the organization, including accounting analysis, accounting reconciliation, payroll, accounts payable and accounts receivable. Supervision of a Fiscal Unit that complies with all standards established by GAAP and OMB (Office of Management and Budget) circulars regarding non-profit fiscal management. Oversees the financial aspects of agency property partnerships. Work also involves strategic planning, risk assessment and the fiscal aspect of fundraising.

**Summary of Requirements:** *Bachelor's Degree* in Accounting or Business Administration, Master's degree preferred. Seven (7) years of experience in a senior accounting management leadership position. CPA or CMA preferred. CFO experience highly desired. Experience and working knowledge of generally accepted accounting principles (GAAP), OMB A-133, auditors, grants management, nonprofit management, etc. Knowledge and experience with housing finance preferred. Experience and a working knowledge of MIP/Abila accounting software preferred. Personnel management experience necessary.

Strong leadership, work ethic, attention to detail, ability to multitask, integrity and problem-solving skills. Proficient using Microsoft Word, Excel, Outlook, or other software applications to retrieve data, create spreadsheets, and reports. Must always maintain confidentiality. 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 in a timely manner. Possess an ability of tolerance for ambiguity and change, when necessary.

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. The ability to 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.

**Responsibilities and Duties:**

Maintains a file on 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 note's 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 partnerships expense/payments and secure Corporation payments.

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 expenditure 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.

Assist in training for understanding and explanation to program directors on budgeting and interpretation of financials for their specific programs

Ensure that all bills are paid on time.

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

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.

Other duties as assigned.

**Licenses or Certificates:**

CPA or CMA preferred

**Special Requirements:**

State and Federal Bureau of Investigation Criminal Background Check, National Sex Offender Public Registry Check, Physical, Tuberculin PPD Tine Test at time of employment, and annually, or by physician requirement, thereafter, and Pre-Employment, Random, Post-Accident Drug and Alcohol testing.

**Physical Demands:**

Work requires limited physical effort.

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

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