



Position Description

Title: Deputy Executive Director

Classification: Exempt

Department: Finance and Operations

Reports to: Executive Director

Position Summary: The Deputy Executive Director oversees the financial resources and administrative operations in a manner that is prudent and efficient to support the mission and goals of the organization as established by the Board of Directors and Executive Director. The Deputy Executive Director attends all Board and Committee meetings and serves as a member of the executive leadership team and works in concert with all areas of HSP. In the absence of the Executive Director, assumes all responsibilities of the Executive Director.

The Deputy Executive Director provides an ongoing review of the structure of the financial and business operations of HSP. The Deputy Executive Director recommends policies and implements procedures that result in improved fiscal management and accountability and reduced financial risk, as well as systems for efficient and cost-effective administrative operations. The Deputy Executive Director implements best practices to improve the overall financial strength and administrative capacity of HSP.

The Deputy Executive Director provides strategic guidance and oversees implementation of information technology, facilities management, and human resource systems and benefits.

Essential Functions:

Finance and Accounting:

- Provide strategic financial input and leadership to the staff and Board on decision making issues affecting HSP.
- Manage the general accounting and reporting systems to ensure that HSP's assets are safeguarded and that financial statements and reports are properly prepared, reported and distributed in a timely manner in accordance with generally accepted accounting principles.
- Ensure accurate and timely completion of the monthly closing process to include bank account and other reconciliation, journal entries and the production of monthly financial statements.
- Preparation and presentation of financial reports to the board and external users of financial statements, including grantors and donors.

- Plan and oversee the annual financial audit process. Work with the staff and the auditors to assure the audit is completed in a timely manner. Review comments by the auditors in the annual management letter and take appropriate action.
- Staff and work with the Finance Committee of the Board of Directors.
- Oversee the development of HSP's annual budget and all grant budgets.
- Optimize the handling of bank and deposit relationships and initiate appropriate strategies to enhance cash position, and provide reports of cash position, projections and requirements, and implement treasury functions
- Stay abreast of changes in financial reporting requirements and governmental regulations including tax laws and the effects of changes on HSP. Ensure that HSP complies with applicable financial reporting requirements and governmental regulations including but not limited to IRS Form 990, Form 990T, MD Form 500, state charitable financial reporting, MD personal property returns and file retention regulations
- Provide technical financial advice to others and from a financial perspective on any prospective contracts which HSP may enter.
- Import and post contribution and donated goods and services batches from fundraising software into the accounting software.
- Directly supervise the accounting staff and all accounting functions.

Administrative and Business Operations

- Enhance and/or develop, implement and enforce policies and procedures by way of systems that will improve the overall operation and effectiveness of HSP.
- Provides strategic guidance and oversees implementation of information technology systems and maintenance.
- Ensure HSP complies with employment laws and regulations
- Oversee employee benefit plan offerings and implementation.
- Serve as Co-Trustee and Administrator of HSP's retirement plan.
- Serve as primary risk manager for the organization. Oversee the General Liability Insurance, Workers' Compensation and Property programs.
- Oversee the annual workers comp audit.
- Plan and oversee the 401k audit process (if necessary).
- Directly supervise human resources and operations staff.
- Serve as liaison to the information technology contractor.

Other:

- Perform other related duties as needed, required or assigned.
- Work in a team environment.
- Communicate effectively with others, verbally and in writing.
- Knowledge of and respect for the mission of the HSP.

Knowledge, Skills and Abilities:

- Senior administrative and financial leadership in a complex non-profit organization.
- At least five years' experience in senior financial management and business operations.
- Advanced knowledge of best practices in financial planning, budgeting, accounting, investments, financial reporting, human resources and information technology.
- Working knowledge of accounting systems, GAAP, IRS and other regulations pertaining to non-profits.

- Strong problem- solving and analytic skills required.
- Ability to read, analyze, and interpret the most complex documents.
- Ability to respond effectively to the most sensitive inquiries or complaints.
- Ability to deliver effective and persuasive presentations on controversial or complex topics to the Board and staff.
- Effective interpersonal, team building, communication and organizational skills.
- Ability to take initiative, be self-motivating and creative with minimal direction.
- Ability to work independently and as part of a team,
- Ability to manage multiple tasks, projects, and priorities simultaneously with flexibility and composure.
- Experience in human services’ programs and practices.
- Knowledge of community resources.
- Required to have a valid motor vehicle operator’s permit and proof of current automobile insurance.
- Must be positive, cooperative and supportive.

Educational Requirements:

- Candidates for this position are required to have a bachelor’s degree in finance, accounting or business from an accredited institution of higher learning.
- CPA requested.

Supervisory Responsibilities: Strong supervisory experience is required for staff, interns and/or volunteers

Work Environment: This position has contact with all levels of personnel within the organization, participants, vendors, and other agencies. Typical office setting. Sedentary.

Position Type/Expected Hours of Work: Full Time (40 hours/week). Normal office hours.

Travel Requirements: Travel to meetings/trainings may be required.

Employee Signature: _____ **Date:** _____

Supervisor Signature: _____ **Date:** _____