



JOB POST

Montgomery County Collaboration Council for Children, Youth, and Families Manager of Finance

January 2021

Position Summary:

The Manager of Finance is responsible for providing timely financial information, managing assets and risks, and utilizing best practices in finance and accounting, internal controls, and operations to provide critical financial information to staff and management. The Manager of Finance promotes the mission of the Collaboration Council by supporting employees, managers, the Board of Directors and its committees in the furtherance of their financial responsibilities of managing, sustaining, promoting, and doing the work of the organization. The Manager of Finance is responsible for the monthly, quarterly, and annual accounting of financial information in the organization's ledger system. The ideal candidate must have experience with federal/state grants, audits, financial reporting, and budgeting within the non-profit sector.

This position addresses tight deadlines and a multitude of accounting activities including general ledger preparation and account reconciliation, year-end audit, and tax preparations. The position oversees a budget of six million plus, supervises one Senior Staff Accountant and is a member of the Leadership Team.

Collaboration Council employees are culturally competent, passionate, accountable, capable, collaborative, compassionate, positive, and proactive. We strive to be persistent learners and effective communicators in all that we do. We are currently working virtually until further notice.

Key Responsibilities:

- Develop total organizational budget scenarios for dissemination to the Executive Director and the fiscal committee of the Board (FC); refine budget based on feedback and state and local budget decisions.
- Conduct financial analysis to interpret trends, variances from budgets related to revenue and spending. Initiate corrective actions and develop follow up controls as needed.
- Develop individual grant budgets as needed to meet deadlines for grant applications.
- Serving as a liaison to the fiscal committee, ensures timely preparation and reporting of financial statements on a quarterly basis and fiscal reports submitted to funders/grantors in accordance with grant/grantor's terms and conditions.
- Manages the payroll and ensures employees are paid in a timely manner utilizing Paychex.

- Plans, coordinates, and manages all audits by CPA firm and federal, state and county agencies and other funders, as necessary. Ensures Federal Form 990 is properly prepared.
- Responsible for managing the selection process for audit firms, including developing a request for proposal for review by the fiscal committee and working with the evaluation committee to manage the selection process.
- Ensures that all other organizational filing requirements for Federal, State, and local agencies, including the annual Maryland Charitable Registration and Personal Property Tax filings, are made in a timely manner.
- Manages day to day cash requirements and ensures sufficient working capital to meet operational requirements. Ensures cash is properly accounted for in the accounting system and reconciled monthly to the bank in a timely manner. Projects cash flow and advises Executive Director and fiscal committee of need to access line of credit, as applicable.
- Manages accounts payable and vendor payment process and ensures payments are made in accordance with contractual requirements. Ensures that accounts payable are properly recorded in the accounting system and reconciled monthly.
- Works with the fiscal committee in establishing and maintaining all accounting policies and procedures and ensures their compliance throughout the organization. Conduct financial analysis to interpret trends, variances from budgets related to revenue and spending. Initiate corrective actions and develop follow up controls as needed.
- Provides meaningful information to Executive Director and program personnel on programmatic and contractual performance v. budget on a monthly, quarterly, and ad hoc basis as requested. Set-up schedules, procedures, and systems to ensure timely, informative and accurate reporting of all financial data to internal stakeholders. Provide appropriate training, advice and counsel to the staff and leadership team consistent with established financial policy.
- Coordinates the contract management process with the Director of Administration which keeps the Executive Director, program managers and funders informed of contract status, requirements for renewals and requests for proposals.
- Responsible for obtaining and managing employee benefits plans, including retirement, health, dental, life and disability in accordance with terms and policies established by the Executive Director and the Board.
- Ensures that the Collaboration Council has adequate insurance coverage for general commercial and professional liability as well as workers compensation and Board fiduciary liability.

What the Successful Candidates Will Have:

Experience and Education:

- 5+ years' experience managing accounting functions, preferably with non-profit organizations.
- BA Accounting or related financial degree; MBA or CPA plus.
- 5+ years' experience working as a liaison with management and their boards and fiscal committees.
- Sound knowledge of compliance regulations within the non-profit sector.
- Experience in managing fiscal budgeting and reporting; developing statistical and other financial reports which illustrate the financial position of the organization.
- 3-5+ years' in a supervisory role; preferably in accounting functions.

Skills and Abilities:

- 5+ years' experience managing accounting functions, preferably with non-profit organizations.
- BA Accounting or related financial degree; MBA; CPA preferred.
- 5+ years' experience working as a liaison with management and their boards and fiscal committees.
- Sound knowledge of compliance regulations within the non-profit sector.
- Experience in managing fiscal budgeting and reporting; developing statistical and other financial reports which illustrate the financial position of the organization.
- 3-5+ years' in a supervisory role; preferably in accounting functions.
- Effective interpersonal problem solving, negotiating, and collaboration-building skills.

Apply: Please send your resume and cover letter with salary requirements to HR@collaborationcouncil.org and reference Manager of Finance.

This position is open until filled.

The Montgomery County Collaboration Council is an equal opportunity employer which values diversity, equity and inclusion.