

## **Director of Finance**

The Arc of Howard County is seeking a highly motivated individual looking for an exciting opportunity as a Director of Finance in the nonprofit field. The perfect candidate will understand and support the mission of The Arc of Howard County and its person centered practices. It is preferred that the Director of Finance will have a public accounting background and a working knowledge of Accounting for nonprofits, 403B plans, audit standards and generally accepted accounting principles. Knowledge of Abila, MIP Fund Accounting and payroll experience are helpful. The Director of Finance should be familiar with the Developmental Disabilities Administration and the program service areas offered by The Arc of Howard County. There are a wide variety of regulations that must be adhered to in order to maintain the highest level of integrity for the agency. This position reports to the Executive Director.

The ideal candidate will:

- Oversee annual budget of \$15 m - process and create the agency budget
- Coordinate and supervise annual independent audit and any other audit requested by funders, vendors or outside entities, including a separate 403B audit
- Facilitate the completion of monthly financial reports
- Review monthly financial reports with Finance Committee, Management team and staff as needed
- Complete grant budgets and reports as needed
- Close the fiscal year, balance internal accounting program with independent audit and form 990
- Act as plan administrator for the 403B plan
- Maintain databases and keep account information and labor allocations up to date
- Monitor weekly cash balances
- Request quarterly payments for DDA funded programs, complete forms and reports as required
- Monitor and keep up-to-date internal controls and fraud prevention
- Perform high level supervision of ancillary departments
- Participate in the Board of Directors and Executive Committee meetings
- Staff the Finance Committee of the Board
- Participate in Management team meetings (weekly, monthly, quarterly)
- Manage annual insurance renewals and maintain broker relationships
- Monitor and evaluate all financial operations for efficiency
- Manage a department of three finance staff
- Special projects and other duties as assigned