

Reports to: Executive Director
Department: Administration
Classification: Fulltime/Exempt
Location: Upper Marlboro, MD
Schedule: Monday – Friday (9:00 am – 5:00 pm or 8:30am – 4:30pm)
Rate: Commensurate with experience

Under the direction of the Executive Director, the Director of Finance is responsible for the financial aspects (accounts receivable, accounts payable, payroll, general ledger staff payroll and other billing) As the Director, he/she is responsible to cultivate and monitor the organizational budget development and works with all departments Directors to ensure finances are in alignment with direct services. Works with other financial institutions for preparation of tax returns and other services.

Finance duties:

- Design and maintains accounts receivable; records payments, receipts, voids and records donations into computer system according to account; prepares reconciliation of DDA attendance assistant and receipts; maintains general ledger; receives completed deposit information from HR director and makes all bank deposits; creates and maintains an aging schedule of invoices billed and related receipts.
- Sets up and maintains accounts payable; generates checks and makes arrangements for timely signing by necessary parties; allocates disbursement of payments into proper categories by department and cost center; records payments into computer system according to account.
- Compiles data from staff; prepares and submits all organizational invoices including Fee Payment System (FPS), enclaves and contracts, grants, and DORS to proper source for payment according to required dates for submission.
- Tracks annual leave of staff and clients; prepares fuel refunds on a quarterly basis ensures the accuracy of payroll information; prepares and distributes payroll sheets and time cards; enters and reconciles payroll information from spreadsheets into the accounting systems; transmits information to ADP.
- Tracks departmental expenses to ensure control of costs compare to budget; utilizes information to assist the Executive Director in the preparation of the annual agency budget; recommends cuts in expense, as appropriate.
- Prepares monthly financial statements for Board of Directors and Finance Committee meetings.
- Assists outside accounting firm; assists in annual audit; ensures the completion of all W-2 forms; prepares any other tax information, as requested.
- Attends training seminars to increase knowledge of job functions
- Maintains garnishment tracking and payments to proper agencies
- Maintains the New Horizons corporate image and philosophy in all contact with co-workers, public, vendors, clientele and other professionals
- Continue to make recommendations regarding company budget to maintain stability of the organization
- Assists program staff and job coaches with client activities, emergencies, workshops and projects in the event of a staff shortage.
- Review potential lean or contractual agreements for improvements
- Update periodically the Finance SOP with current regulations
- Monitor and maintain fixed assets listing and performs physical inventory to ensure custody of the organizational assets.

Required Education and Experience

- Minimum of a B.A., ideally with an MBA/CPA or related degree
- At least 7-10 years of overall professional experience; ideally 6+ years of broad financial and operations management experience, and 2-3 years' experience in the recycling industry
- The ideal candidate has experience of final responsibility for the quality and content of all financial data, reporting and audit coordination for either a division or significant program area
- Technology savvy with experience selecting and overseeing software installations and managing relationships with software vendors; knowledge of accounting and reporting software
- Commitment to training programs that maximize individual and organization goals across the organization including best practices in human resources activities
- A successful track record in setting priorities; keen analytic, organization and problem solving skills which support and enable sound decision making
- Excellent communication and relationship building skills with an ability to prioritize, negotiate, and work with a variety of internal and external stakeholders
- Personal qualities of integrity, credibility, and dedication to the mission of New Horizons

My signature below acknowledges that I have read the above job description and that I can perform the essential functions and additional responsibilities of this job properly and safely. I also understand that this job description does not attempt to list every job task or requirement and that the Agency may change, alter, and/or delete the job functions required of this job at any time with or without reasonable notice.

Employee Signature: _____

Date: _____

Director of Human Resources Signature: _____

Date: _____

Executive Director Signature: _____

Date: _____