

Position Title: Corporate Administrative Assistant – Finance & Accounting

Employment Status: Full-time

Reports to: Executive Vice President and Chief Financial Officer

SCI Summary: Service Coordination, Inc. (SCI) supports people with disabilities, behavioral challenges, medically complex needs, transitioning youth, the elderly, and other populations using Maryland Department of Health's Targeted Case Management and Supports Planning work models as well as a concierge level geriatric care management and care partner model.

Position Summary: The Corporate Administrative Assistant for Finance and Accounting is responsible for assisting the Executive VP/CFO, Controller, Director of Financial Planning and Analysis (FP&A), and the Finance and Accounting Team in comprehensive management and coordination of the organization's financial and accounting operations, including working with the Controller, FP&A, Finance and Accounting Teams, SCI Finance, Audit and Budget Committee and Board of Directors Audit and Risk Committee. This dynamic position requires the ability to anticipate needs, think critically, and offer solutions to problems with a high level of professionalism and the utmost confidentiality.

SCI Team Member Expectations: All SCI Team Members are expected to: Ensure services provided follow the organization's mission statement, core operating values, policies and procedures, and follow HIPAA, confidentiality and security procedures and principles; collaborate with peers, leadership, and support areas of the organization; actively participate in and contribute to leadership and other team meetings and trainings; maintain compliance with federal, state, and local employment laws and regulations; follow self-direction and person-centered planning procedures and philosophy; and to foster a culture that values diversity.

Essential Duties:

- Provide sophisticated calendar management for Executive VP/CFO, Controller, and FP&A by prioritizing inquiries and requests while troubleshooting conflicts; make judgements and recommendations to ensure smooth day-to-day engagements.
- Assist in the facilitation of meetings to include scheduling, agenda preparation, notetaking as well as formal Board of Director Committee Meeting Minutes for the Corporate Record. This position required strong professional writing skills.
- Assist with the preparation of PowerPoint presentations using corporate slide templates and provide project management assistance when necessary.
- Act as a liaison and assist in providing support to the Executive VP/CFO, Controller, and FP&A in the arrangement and handling of all logistics for Board meetings and Board Committee meetings. This includes management of the BOD Committee calendar, meeting scheduling and maintaining a Governance tracking list. Prior knowledge of BoardEffect is a plus.
- Facilitate the SCI Finance, Audit and Budget Committee events: schedule meetings; draft agendas; develop, compile, and distribute presentation materials; and record meeting minutes.
- Complete a broad variety of administrative tasks that facilitate the Exec. VP/CFO, Controller's, and FP&A's ability to effectively lead the Finance and Accounting Team, and SCI's Financial functions including, but not limited to: assisting with special projects; designing and producing complex documents, reports, and presentations; collecting and preparing information for meetings with Team Members and outside parties; composing and

preparing correspondence; maintaining contact lists; making travel arrangements; and completing expense and mileage reports.

- Serve as the primary point of contact for internal and external constituencies on all matters pertaining to the Exec VP/CFO, Controller, and FP&A including those of a highly confidential or critical nature. Prioritize and determine appropriate course of action, referral, or response, exercising judgement to reflect Exec VP/CFO, Controller and FP&A's style and organizational policy.
- Work closely with the Executive VP/CFO, Controller and FP&A to keep them well informed of upcoming commitments and responsibilities, following up appropriately. Act as a "barometer," having a sense for the issues taking place in the environment and keeping the Executive VP/CFO, Controller and FP&A updated and anticipate needs in advance of meetings, conferences, etc.
- Maintain open communications with the Chief of Staff and the Executive Leadership Team's Corporate Administrative Assistants providing information and documents as needed. Administrative Assistants providing information and documents as needed.
- Provide "gatekeeper" and "gateway" role, providing a bridge for smooth communication between the Executive VP/CFO and Controller and the President/CEO along with the Executive and Senior Leadership Team demonstrating leadership to maintain credibility, trust, and support.
- Complete projects by working with appropriate Team Members, on behalf of the Executive VP/CFO, Controller and FP&A.
- Inventory, evaluate and assist in developing Finance and Accounting policies and procedures for improved workflow and anticipate future needs as the organization grows.
- Invest in building long-lasting relationships both externally and internally.
- Manage/Track and Reconcile all credit card purchases.
- Bank Deposit at a minimum on a weekly basis and the last business day of every month. This will require a physical presence at the Frederick office at least twice a week. It may also be necessary to work outside of standard work hours and during the weekends to support FY Budget preparation and other urgent projects.
- Other projects/duties as assigned for the overall benefit of the organization and the Finance and Accounting department.

Supervisory Responsibilities:

- This position has no supervisory responsibilities.

Education Required:

• Associate degree in business related field; bachelor's preferred. High school diploma or GED with 7+ years' administrative experience will be considered in lieu of degree.

Experience and skills:

- 2 - 5 years' administrative experience with bachelor's degree
- 4 - 7 years' administrative experience with associate degree
- Proficiency in various cloud-based systems and the Microsoft Office Suite
- Basic knowledge of accounting practices and financial processes.

- Strong ability to meet deadlines and assist the Finance and Accounting Team with meeting deadlines.
- Make appropriate, informed decisions regarding priorities and available time.
- Ability to complete a high volume of tasks and projects with little or no guidance.
- Ability to react with urgency to situations and events that require quick response or turnaround.
- Strong ability to execute work with a diversity, equity, and inclusion lens.
- Significant executive support experience, including supporting C-level executives. Nonprofit board experience is highly preferred.
- Expert proficiency with Microsoft Office Suite including but not limited to; Teams, Outlook, Word, Excel, and PowerPoint; ability to design and edit graphic presentations and materials.
- Strong verbal and written communication skills.
- Exceptional organizational skills and impeccable attention to detail.
- High degree of professionalism in dealing with diverse groups of people, including Board members, Senior Executives, Community leaders, and funded partners.
- Able to maintain a high level of integrity and discretion in handling confidential information.
- Excellent judgment is essential.
- Ability to switch gears at a moment's notice.
- Strong organizational and time-management skills.
- Meticulous attention to detail and ability to perform tasks with accuracy and efficiency in mind.

SCI Value Related Competencies:

- **People Come First** (Customer Focus): Thinks and acts with people we support in mind when making decisions. Dedicated to meeting the expectations and requirements of internal and external shareholders, uses information and feedback to improve services.
- **Building Relationships and Connections:** Interpersonal savvy. Relates to all kinds of people. Builds appropriate rapport, uses diplomacy and tact, diffuses high-tension situations comfortably. Establishes and maintains meaningful connections within the community and the organization (internal and external stakeholders)
- **Education** (Informing Others): Quickly finds common ground to solve problems. Is seen as a cooperative team player. Provides coaching and mentoring to team members. Consistent communicator, provides Team Members with the tools they need to perform their jobs in a timely manner. Explores all available options to make the best decision for internal and external holders
- **Diversity:** Values, appreciates, and honors the ways in which cultural differences can create value in organizations. Is service oriented: Demonstrates a commitment to the philosophies for services and the goal of independence for the people we serve. Raises awareness in communities to appreciate the similarities and unique gifts of each person. Interacts with all Team Members equitably, deals effectively with all races, nationalities, cultures, disabilities, ages, and genders, supports equal and fair treatment and opportunity for all.
- **Driving Solutions** (Perseverance): Pursues all initiatives with energy, drive, and the goal to succeed.

Job-Specific Competencies:

- **Manages Ambiguity:** Operating effectively, even when things are not certain or the way forward is not clear

- Instills Trust: Gaining the confidence and trust of others through honesty, integrity, and authenticity
- Decision Quality: Making good and timely decisions that keep the organization moving forward
- Courage: Stepping up to address difficult issues, saying what needs to be said
- Organizational Savvy: Maneuvering comfortably through complex policy, process, and people-related organizational dynamics
- Interpersonal Savvy: Relating openly and comfortably with diverse groups of people
- Decision Quality: Making good and timely decisions that keep the organization moving forward
- Drives Results: Consistently achieving results, even under tough circumstances
- Instills Trust: Gaining the confidence and trust of others through honesty, integrity, and authenticity
- Optimizes Work Processes: Knowing the most effective and efficient processes to get things done, with a focus on continuous improvement
- Resourcefulness: Securing and deploying resources effectively and efficiently
- Self-Development: Actively seeking new ways to grow and be challenged using both formal and informal development channels
- Values Differences: Recognizing the value that different perspectives and cultures bring to an organization
- Drives Engagement: Creating a climate where people are motivated to do their best to help the organization achieve its objectives
- Situational Adaptability: Adapting approach and demeanor in real time to match the shifting demands of different situations
- Technical Aptitude: Display a high level of interpersonal skills, keen problem-solving abilities, and excellent reasoning ability

#INDSCIO

Disclaimer: The recruitment process is approved by Service Coordination Inc.'s Recruitment Committee and subject to change based on business needs.

In recognition of the continuing COVID-19 pandemic, Service Coordination Inc (SCI) is committed to maintaining a safe and healthy workplace. Because of this, SCI is requiring all new hires to be fully vaccinated. New hires will be required to provide proof of vaccination status as part of the on-boarding process. SCI provides reasonable accommodations, absent undue hardship, for medical reasons under ADA and for employees with sincerely held religious beliefs, observances, or practices that conflict with getting vaccinated. You may request reasonable accommodation or other exemption to Sonji Ashford at sashford@sc-inc.org.

Service Coordination is an equal opportunity employer and committed to the full inclusion of all qualified individuals. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, disability, age, sexual orientation, gender identity, national origin, hair texture or protected hairstyle, veteran status, or genetic information. Service Coordination is also committed to providing equal opportunity and access to individuals with disabilities by ensuring reasonable accommodations are provided to participants in the job application or interview process. To request a reasonable accommodation, contact Kathryn Eckert at kathryn.eckert@sc-inc.org or 410-218-5581.

SCI does not sponsor for immigration, including for H-1B, TN, and other non-immigrant visas, for this role.