



## Director of Finance and Administration

### **Background and Purpose:**

WSA's envisions every community in Anne Arundel County actively engaged to ensure a healthy environment for all. The Director of Finance and Administration is a key position, managing the financial systems and overseeing administrative operations of this non-profit organization. This position reports directly to the Executive Director, and leads all WSA staff to effectively manage financial operations. This position manages a part time Systems Administrator who supports the finance and accounting functions as outlined below.

WSA is deeply committed to diversity, equity, inclusion and justice (DEIJ) as described on our [website](#). All WSA staff should have a desire to advance DEIJ in Anne Arundel County through our work.

While WSA does retain the services of an audit firm, it is helpful for this position to have CPA, CFA or DFP certification, a thorough understanding of QuickBooks Online and experience working with customer relations management systems. WSA also retains an external human resources firm; successful candidates will also have some experience with payroll and business insurance.

Well qualified candidates will have excellent interpersonal, leadership and organizational skills. A strong work ethic, high attention to detail and the ability to manage multiple projects is also crucial for success.

## **Duties and Responsibilities:**

### **Finance and Accounting 75%**

#### **Accounting and Reporting**

- Ensure all financial and accounting functions are developed and performed according to the highest professional standards and in clear compliance with the generally accepted accounting principles (GAAP) including remaining current on GAAP accounting, reporting and control best practices, and state and federal law regarding nonprofit financial operations
- With the support of the Systems Administrator, manage and maintain financial records, oversee and review transactions, reconcile monthly credit card statements and vendor payments.
- In collaboration with WSA staff, manage all contracts: budgeting, monitoring, financial reporting, ensuring compliance with organizational finance policies, and reconciling transactions.
- Oversee all restricted funding to ensure proper restrictions/releases and estimates of rollover funding.
- Coordinate and supervise the annual audit and tax filings, with the external audit firm.
- Manage all external accounting contractors.

#### **Financial Leadership and Planning**

- Manage and prepare departmental and organizational budgets, financial forecasting, and cash flow for administration, existing programs, and proposed new programs/projects.
- Provide leadership, training and mentoring of WSA staff to assist in financial functions of the organization.
- Serve as lead to the Executive Director on the organization's financial, budgeting, and administrative processes, with an eye to continuously developing and improving systems.
- Serve as the liaison to the Board Treasurer, including implementation of investment policies.

### **Operations and Organizational Support 25%**

#### **Human Resources**

- Serve as the liaison to the Human Resources firm for the execution of payroll, benefits and other HR functions.

- Oversee periodic compensation and benefits study to inform appropriate salary and benefit adjustment
- Assist in developing strategies and project work plans supported by a strong understanding of nonprofit financial reporting.
- Provide administrative support to the Executive Director as needed.

### **Risk Management, Insurance and Organizational Policies**

- Business Insurance: Maintain current insurance policies and function as liaison to insurance company on any insurance claims.
- Maintain and improve organizational risk management policies. Ensure that proper training, processes and documentation are in place.
- Oversee WSA equipment (computers, printers, copiers) and organizational IT systems (i.e. google suite, airtable, etc).
- Organizational documents and registrations: Ensure that the organization is in compliance with all required non-profit registrations.
- In collaboration with WSA leadership, maintain and update as needed, all organizational policies.

### **Skills/Abilities:**

- Proficient in QuickBooks Online and experience with customer relations management systems (WSA uses e-Tapestry).
- Thorough knowledge of financial and legal best practices and requirements with a proven ability to provide sound and ethical financial counsel to executive leadership.
- Thorough understanding of and personal involvement with systems and methodologies of finance and administration.
- Demonstrated proficiency with business technology applications (video/web conferencing, G-Suite, Microsoft Office Suite - Word, Excel, and PowerPoint.)
- Strong organizational skills, with high attention to detail.
- Ability to manage multiple priorities and projects at once to ensure work is completed in a timely and productive manner
- Strong relationship management skills, including the ability to build relationships with staff and volunteers
- Strong analytical skills and the ability to develop and present concise and clear solutions

## **Education and Experience:**

- Bachelor's Degree in Accounting, Finance, or related field applicable field of education from a accredited college or university
- Five (5) years or more of experience working in non-profit accounting. CPA, CFA, or CFP certification preferred.

## **Salary and Benefits:**

- Salary Range: \$75,000-90,000
- Benefits Include: Platinum level health care package (organization covers 90% of the premium), 26 Annual Leave Days, 13 Sick Days, 15 Holidays, 4% 401K match, professional development opportunities.

## **Work location and schedule:**

- Flexible work schedule to include approximately 40 hours per week. Limited evenings and weekends are required, but daytime hours are flexible around the employee's schedule.
- This is a hybrid position. Primary work location is the WSA Office located at Arlington Echo Outdoor Education Center (975 Indian Landing Road, Millersville, Md), with telework on an agreed schedule.
- A background check and fingerprinting (paid for by WSA) is required prior to employment.
- The Director must have the ability to travel to and from sites using their own vehicle. Business mileage reimbursement is included.

## **Application and timeline:**

- This position will remain open until filled, but applicants are encouraged to submit on or before January 12, 2025.
- Applicants should apply by sending a resume and cover letter to [resume@hri-online.com](mailto:resume@hri-online.com). Please include "WSA Finance and Operations" in the subject line. Applicants are encouraged to include references.
- Well qualified candidates may also send a duplicate resume and cover letter to Suzanne Etgen ([suzanne@aawsa.org](mailto:suzanne@aawsa.org))