

MARIAN HOUSE Job Description

Job Title: Chief Financial Officer (1.0 F.T.E)

Reports to title: Chief Operating Officer

Supervises: Bookkeeper (2)

Job Summary:

Responsible for the day-to-day management of the financial operation of Marian House, Serenity Place and six wholly owned LLC's to include the supervision of the AP & AR bookkeepers and assisting in the annual audit.

Duties and Responsibilities:

- Provide accounting, budgetary, operational and programmatic support to all programs.
- Supervise AR bookkeeper to ensure that all receivables are posted accurately and timely.
- Supervise AP bookkeeper to ensure that all bills are posted accurately and paid timely.
- Manage the billing, AR and AP functions and the integration of the billing information from the EMR into the accounting system
- Preparation of payroll for employees and reconcile all associated payroll accounts.
- Monthly, quarterly and annual filing of all payroll, federal and state reports.
- Prepare W-2's and 1099's.
- Comply with all LIHTC requirements.
- Monthly review and reconciliation of general ledger accounts including account analysis and journal entries.
- Be able to supervise the books for the social enterprise arm of Marian House, an LLC that is a non-profit, has inventory, tracks the cost of goods sold and pays state sales tax.
- Process monthly Salary Reimbursements between the eight company files.
- Reconcile Investment accounts monthly and monitors and acts as primary liaison to the investment advisor.
- Approve all grant draws and Client Data Reports.
- Oversee banking activities and actively manages cash flow
- Ongoing risk analysis including management of insurance policies
- Oversee the annual Workers Comp audit.
- Records depreciation quarterly for all companies.
- Prepare schedules and support for annual financial audit.
- Intimately involved with the preparation of the quarterly internal financial reports and present same to the Board and Finance committees
- Prepare, analyze and present monthly/quarterly financial reports to the CEO and Board of Directors for all entities.
- Serve as an active member of the agency leadership team.
- Cooperate in the agency's team approach to service provision by assuming responsibilities for program operation and house maintenance when needed. This will occasionally require presence outside regular business days and office hours.
- Other responsibilities as assigned.
- Respect the diversity of population served and embraces those of different race, culture, social class, ethnicity, or sexual preference.

Minimum Qualifications:

- Bachelor's degree required, Master's or CPA preferred.

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- 5 years of management experience in financial operations in the nonprofit sector, with preference in health and human services.
- Computer literacy and proficiency in Microsoft applications.
- Must be proficient in QuickBooks.
- Must be able to work independently.
- Must be able to complete projects before deadlines.
- Must have a solid understanding of accounting principles as well as payroll tax laws.
- Ability to understand, appreciate, and carry out the Marian House mission.
- Interpersonal skills to engage staff and volunteers in doing same.

Equipment Used:

Personal Computers, Laser Printers, copier, scanner, fax machine, intra-office telephone system

Special Requirements:

- An essential attribute for this position is the intuitiveness to grasp implications of alternative choices on a wide variety of situations and potential problems
- Ability to respect the diversity of population served and embraces those of different race, culture, social class, ethnicity, or sexual preference
- Ability to operate a motor vehicle; reliable transportation for work; Maryland driver's license preferred.
- Ability to communicate clearly both verbally and in writing; ability to receive communication clearly.
- Ability to ambulate independently as the job requires.
- Ability to maintain safety for self and others in an emergency.
- Ability to handle stress without significant impairment to functioning.
- Ability to absorb new information, skills, and attitudes.
- General awareness of one's own and others' feeling states, and ability to identify them.
- Ability to form a therapeutic relationship with clients and to establish positive collegial relationships with co-workers.
- Ability to organize, to keep records and manage a workload efficiently.
- Commitment to the mission of Marian House.
- Must be able to work a flexible schedule and adapt to changes in accordance with clients and the agency's needs.
- Sitting for extended periods.
- Manual dexterity.
- Ability to move supply cartons.
- Ability to move throughout office complex frequently in the course of the business day.
- High attention to detail.