

Job Announcement

Position: Finance Director	Department: Administration
Location: Hughesville	Employment Status: Full-Time
FLSA: Exempt	Compensation: \$90,000 - \$125,000
Weeks Worked: 52	Work Per Week: 40 +
Opening Date: January 29, 2019	Closing Date: Until Filled

Summary of Job Description: The Finance Director serves the Agency as Chief Fiscal Officer. Directly responsible to the President for the overseeing the day-to-day financial operations of the organization, including the accounting payroll, accounts payable and accounts receivable. Supervision of a Fiscal Unit that complies with all standards established by GAAP and OMB circulars regarding non-profit fiscal management.

Summary of Requirements: *Bachelor's Degree* in Accounting or Business Administration, Master's degree preferred. Seven (7) years of experience in an accounting management leadership position. CPA or CMA encouraged. Experience and working knowledge of generally accepted accounting principles (GAAP), OMB A-133, auditors, grants management, nonprofit management, etc. Knowledge and experience with housing finance preferred. Experience and a working knowledge of MIP/Abila accounting software preferred. Personnel management experience necessary.

Experience working with strong work ethic, attention to detail, ability to multitask, integrity, problem-solving skills. Skills and proficiency using Microsoft Word, Excel, Outlook, or other software applications to retrieve data, create spreadsheets, and reports. Must maintain confidentiality at all times. Ability to plan, organize and prioritize assignments to independently meet deadlines and complete tasks in an accurate manner, under pressure of constant interruption. Demonstrated ability to analyze problems/issues, gather data and information, evaluate and recommend alternative solutions, or effect solutions with a tolerance for ambiguity and change, when necessary.

Communication skills to effectively and professionally communicate using tact and diplomacy with internal and external community. Clearly demonstrated team-building skills to establish and maintain good working relationships with colleagues with an emphasis on tact, diplomacy, flexibility, collaboration, professionalism, and discretion. Knowledge of budget planning, preparation, and administration to make realistic, equitable fiscal decisions, present and defend budget concerns persuasively, and prepare detailed budget reports. Excellent writing and grammar skills to independently draft correspondence pertaining to the fiscal management of the Agency.

Applications Accepted By: Mail and Online	
Mail to: SMTCCAC, Inc. - Human Resources Dept. P.O. Box 280 Hughesville, MD 20637	Online at: www.smtccac.org
Required Documents: The following documents are required based on job: In addition to your application and resume please provide a copy of your degree and/or a copy of your college transcripts. Applications and Documents submitted with missing information will not be considered. Do not send application's via Fax.	

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