



SOUTH BALTIMORE LEARNING CENTER

28 East Ostend Street Baltimore, MD 21230 Phone: 410 625-4215 Fax: 410 727-8316

www.southbaltimorelearns.org

JOB ANNOUNCEMENT

DIRECTOR OF FINANCE AND ADMINISTRATION

South Baltimore Learning Center, an established Adult Literacy Non Profit Organization in Baltimore City, invites experienced, hard working, detail-oriented applicants for a full time Director of Finance and Administration position.

DESCRIPTION

Under the supervision of the Executive Director (ED) and as part of the management team, the Director of Finance and Administration (DFA) will work collaboratively with the ED in the management of the agency's financial, administrative, human resource, and facility operations. She/he will exercise leadership on behalf of SBLC's administrative functions to provide support for the organization's programs, historic facility, and staff, volunteers, and learners.

The DFA will participate in ensuring the integrity and accuracy of the organization's financial operations and reporting functions. She/he will:

plan, prepare, and participate in the management of SBLC budgets, in tandem with the ED and Finance Committee; prepare and issue monthly ledgers, financial statements and reports for review by the Executive Director, and suitable versions for the Board of Directors and Finance Committee; prepare and manage SBLC project/grant budgets; prepare financial grant reports for government and private agencies and ensure compliance with grant requirements; maintain timely and accurate cash flow projections and financial reconciliations to budget; prepare monthly bank reconciliations, maintain timely and accurate cash flow projections and financial reconciliations to budgets; evaluate income/expense cycles; prepare monthly bank reconciliations, monthly reports, bi-monthly narrative board reports and other reports as needed; maintain financial files and records in conjunction with ED and Board Treasurer; manage external audit process and prepare needed documents; prepare tax documents and returns, charitable organization paperwork and annual organizational financial documents/presentations; The DFA will also prepare information and reports for fund development activities and assist with capital projects and budgets as needed.

The DFA will oversee human resources and general operations for the organization. She/he will:

coordinate personnel information for payroll and benefits programs, manage the staff timesheet process to ensure accuracy, process and record bi-weekly payroll through third party vendor; facilitate and maintain personnel paperwork/records; work in consultation with the ED in the management of employee benefits, related vendors and Employee Manual; participate in new employee orientations; manage office systems and equipment; work with the ED in the

management of banking, investment and insurance relationships; assist with the organization's evolving information systems as needed. The DFA will also manage legal/contractual documents, purchasing, and property inventory.

The DFA will handle facility management (in collaboration with the ED) including tenant leasing/relationships, general building operations and maintenance, vendor relationships, parking, and use of the Koban meeting room.

The DFA will direct and supervise related support staff for all aspects of the job; is expected to attend staff and Board meetings, and participate in fundraising projects and other requested events and activities.

To apply, please e-mail resume' and cover letter with proposed salary and benefits to recruiter@southbaltimorelearns.org. To find out more about us, visit our website www.southbaltimorelearns.org.

QUALIFICATIONS

Good judgment, effective time management and excellent organization; able to assume responsibility and work independently. Good analytical and problem solving skills. Is able to identify and establish priorities, meet multiple deadlines, and attend to multiple tasks in a professional manner. Work well with others; team player. Willingness to pitch in as needed (ex. Meet public, answering phones). Excellent delegation and supervision skills. Able to handle a broad range of management responsibilities and clerical tasks. Attention to detail, reliability, thoroughness and accuracy with numbers essential.

REQUIREMENTS

5 – 10 years of financial management experience. Bachelor's degree in accounting or business required; advanced degree or CPA preferred; general management experience required. Knowledge of non-profit accounting practices and grant management experience is essential. High proficiency in QuickBooks, Excel, WORD, Power Point, Access, and Outlook. Requires integrity when dealing with confidential information. Must know or be able to learn how to operate various office/building machines and equipment. Able to work evenings and weekends when needed. Relate well in an adult education environment and demonstrate commitment to the organization's mission.