



Believe Big
Helping Families Navigate the Cancer Journey

Director of Finance - Full-Time Position

What we are seeking:

An outgoing, driven and caring experienced financial professional to be responsible for all financial, accounting, administrative, and human resources functions. The ideal candidate has solid experience in preparing financial statements, maintaining cash controls, and overseeing all payroll, human resources, purchasing, and accounts payable. The position also accounts for donations with appropriate donor receipts and restrictions.

Responsibilities:

- Administer and monitor the financial system to ensure that organization finances are maintained in an accurate and timely manner.
- Maintain the accounts payable and accounts receivable systems to ensure complete and accurate records of all moneys.
- Administer employee files and records to ensure accurate payment of benefits and allowances.
- Administer payroll and verify that employees are accurately and timely paid.
- Analyze and present financial reports in an accurate and timely manner, clearly communicate monthly and annual financial statements, collate and prepare financial reports for all donor segments, and oversee all financial, project/program, and grant accounting.
- Coordinate and lead the annual review process with local accounting firm and ensure required tax filings are filed in a timely manner.
- Oversee and lead annual budgeting and planning process in conjunction with the Executive Director and Director of Operations, administer and review all other financial plans and budgets, monitor progress and changes, and periodically advise Board Treasurer of the organization's financial status.
- Develop ongoing relationships with donors and demonstrate appreciation for their support.
- Maintain regular follow-up with donors when accounts become delinquent.
- Oversee monthly reconciliations between accounting records and customer relationship management system to ensure accurate donation records.
- Apply for any available foundation grants and provide necessary documentation for reporting requirements.
- Update and implement all necessary business policies and accounting practices and update financial policy and procedure manual.
- Effectively communicate and present critical financial matters to the Executive Director, Director of Operations and Board Treasurer.
- Actively assist other team members with relevant financial aspects of organization events.
- Other duties as the position evolves.

Skills and Abilities:

- Ability to communicate clearly and professionally, both verbally and in writing

- Advanced organizational and administration skills and ability to prioritize and complete tasks within tight deadlines.
- Ability to work to high standards of accuracy
- Strong work ethic and team player mentality
- Must have a positive outlook (glass half-full person)
- Health conscious

Experience/Knowledge:

- Minimum of two years of experience in Financial and Management Accounting
- Computer literate with working knowledge of Quickbooks Online and MS Office including Excel, Word, and PowerPoint

Salary: \$52K

Education: College Degree

Location: 4821 Butler Road, Suite 1D, Glyndon, Maryland, 21071

Please send resumes to Beth@believebig.org