**NEIGHBORHOOD HOUSING SERVICES OF BALTIMORE**

**DIRECTOR OF FINANCE**

**JOB POSTING**

Neighborhood Housing Services of Baltimore (NHS) is a well-established non-profit organization with a team oriented work environment. NHS of Baltimore’s mission is to spark renewed vitality in neighborhoods by engaging our community partners, increasing sustainable homeownership, and advancing capital solutions. We are looking for a Director of Finance to join our growing team in Baltimore, Maryland.

The Director of Finance supervises an accounting team and oversees all areas relating to finance, including but not limited to financial reporting, grant reporting, loan portfolio management, and the acquisition and rehabilitation portfolio. This individual will be responsible for developing and maintaining accounting principles, practices, and procedures to ensure accurate and timely financial statements. The Director of Finance also ensures all board approved policies are up to date and followed and provides change recommendations as needed.

This position involves addressing a multitude of accounting activities including general ledger preparation, financial reporting, year-end audit preparation, reporting to State and Federal agencies tracking grant awards, and preparing the budget and cash flow forecasts.

**ESSENTIAL FUNCTIONS**

* Guide financial decisions by establishing, monitoring, and enforcing policies and procedures.
* Create and maintain effective internal controls to assure safeguarding of assets and reliability of financial statements.
* Maintain a thorough understanding of the financial reporting and general ledger structure of the organization.
* Prepare and manage the monthly financial statements and ensures their accuracy and timeliness.
* Ensure accurate and timely monthly and year end close activities.
* Ensure compliance with all financial and contract reporting requirements for private or public funding, licensing, or regulatory agencies.
* Ensure the financial reporting process for funders including Community Development Block Grant (CDBG), NeighborWorks, CDFI and all other federal and state awards.
* Prepare grant budgets and manage all financial reporting obligations required by funders.
* Coordinate with the Sr. Director of Resource Development to ensure accurate accounting of all funds.
* Manage the organization’s loan portfolio accounts, funding available, and loan reserves.
* Manage and monitor the daily banking transactions and ensure all requirements are met.
* Manage the accurate and timely processing of ACH’s, wires, and positive pay transactions.
* Ensure monthly bank compliance activities are completed, including timely and accurate account reconciliation.
* Ensure organizational compliance with Federal and State regulatory requirements as it relates to overall responsibility through GAAP (Generally Accepted Accounting Principles).
* Support department managers with budget and cash flow forecasting activities to meet overall department goals and objectives.
* Respond to inquiries from the Executive Director, and other department wide managers regarding financial results or special reporting requests.
* Develop more efficient procedures and use of resources while maintaining a high level of accuracy in the department.
* Work with the Executive Director and the accounting team to ensure a clean and timely year-end audit with outside auditors.
* Mange the general ledger functions to ensure all financial reporting deadlines are met.
* Manage and oversee the development and implementation of new procedures and features to enhance the workflow of the department.
* Provide training to new and existing staff as needed.
* Work with each direct report to establish goals and objectives for each year and monitor the progress to enhance the professional development of staff.
* Support Executive Director with special projects and workflow process improvements.
* Engage with the Senior Team of Directors under the direction of the Deputy Director of Operations/COO for training, planning, and leading the organization.
* Attend scheduled organizational training and meetings.
* Ability to travel as needed for business within the local area.

**SKILLS, KNOWLEDGE AND ABILITIES REQUIRED**

* Minimum of five (5) years of management or supervisory experience.
* Minimum of five (5) years of experience managing an accounting function in a medium- or large-size company.
* Extensive knowledge in Generally Accepted Accounting Principles.
* Demonstrated ability to thrive in a fast paced and fluid work environment.
* Strong verbal and written communication skills to support success within a collaborative team environment.
* Exceptional interpersonal skills and customer service orientation.
* Ability to successfully manage tasks and projects with competing priorities and demands.
* Excellent organizational, planning and prioritization skills.

**TECHNICAL SKILLS**

* High level of proficiency in Microsoft Office Suite. Advanced knowledge in Excel and Access.
* Experience with Fund EZ software, Servicer3D or other large, automated accounting systems is a plus.
* Ten-key by touch experience required.

**EDUCATION**

* Bachelor’s degree in accounting, finance, or related field required. Master’s degree is a plus.

**PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT**

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, smart phones, office phones, photocopiers, filing cabinets and fax machines. The noise level in the work environment is usually moderate.

While performing the duties of this job, the employee is regularly required to talk and hear. The employee frequently is required to sit for long periods of time, stand; walk; use hands to finger, handle or feel; and reach with hands and arms and requires the ability to occasionally lift office products and supplies up to 25 pounds.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**TO APPLY:**

This position offers a competitive base salary, excellent benefits, and a great working environment. Candidates interested in applying for this position should submit a resume and cover letter to hr@nhsbaltimore.com.

Neighborhood Housing Services of Baltimore is an Equal Opportunity Employer/M/F/Disability/Vet.