



Director, Internal Operations & Finance

Position:

Leadership Montgomery (LM) seeks a full-time **Director, Internal Operations & Finance** to join its growing team as this dynamic organization approaches its 30th Anniversary year.

How to Apply:

Candidates must e-mail a cover letter, resume, and salary expectations, to cmarietaylor@leadermont.org with "**Director, Internal Operations & Finance**" in the subject line. Phone calls WILL NOT be accepted.

Qualified candidates will be extended an invitation to interview. Please do not call or e-mail LM staff members for an update on your application.

Who we are:

For nearly 30 years, Leadership Montgomery has built bridges between the private, public, and nonprofit sectors of Montgomery County, Maryland to improve the community – the neighborhoods people live in and the businesses they work in. Today, we provide five curriculum-and service-based programs: CORE, Emerging Leaders, Senior, MoCo Insider and our Corporate Volunteer Council, as well as our post-graduate programming, and special events. We are a small, family-like staff boasting high energy and a vibrant and fast-paced work atmosphere. For additional information about our organization please visit our website: www.leadershipmontgomerymd.org

What you will be doing:

Reporting directly to the President and CEO, the Director, Internal Operations & Finance has primary responsibility for ensuring the effective and efficient implementation and facilitation of financial, administrative, and operational functions of the office. This position leads and develops internal financial, human resources, and operations to support the following areas: finance, business planning and budgeting, administration and human resources management, and IT. In addition to financial matters, the Director, Internal Operations & Finance supports Leadership Montgomery's website maintenance, member database and provides support to the CEO and staff. General staff duties includes providing support for special events, including Celebration of Leadership and Homecoming.

The Director, Internal Operations & Finance must be creative and enjoy working within a small, entrepreneurial environment that is mission-driven, results-driven and community oriented. The ideal individual will have the ability to exercise good judgment in a variety of situations, with strong financial management skills, verbal communication, administrative, and organizational skills, and the ability to maintain a realistic balance among multiple priorities. The Director, Internal Operations & Finance will have the ability to work independently on projects, from conception to completion, and must be able to work under pressure at times to handle a wide variety of activities and confidential matters with discretion.

Responsibilities for this position include (but are not limited to):

Technology Support and Liaison

- Serves as the President's liaison to technology support contractors
- Ensures that all software licenses are up to date
- Manage the IT systems in the office with the support of our computer consultants

Internal Operations & Finance

- Reporting: Responsible for monthly, quarterly, and year-end financials in an accurate and timely manner; clearly communicates the implication of these reports to senior management. Provides periodic analyses of the financial situation of the organization for meetings of the Board's Finance Committee and Executive Committee. Reconcile and balance all accounts
- Grants: Reviews financial reporting material for all donors; ensures, in close cooperation with the Vice President for Philanthropy, that resources are allocated in full compliance with stated donor intentions and

oversees all financial, program, and grant accounting raw up financial statements (trial balance, income statement, balance sheet)

- Accounting: Ensures that the accounting is in accordance with GAAP, non-profit accounting principles and standards; ensures staff follow established procedures; and updates the accounting manual as needed.
- Budget: Oversees the annual budgeting exercise and planning process in conjunction with the President and Management Team in order to have the budget completed and presented to the Finance Committee and to the Board by the President and the Treasurer for approval. Once approved by the Board, monitors progress and compliance of expenses.
- Investment: monitors, in close cooperation with the President and the Board's Investment Committee Chair, the performance of the organization's investment portfolio and works closely with the Investment Committee.
- Cash flow & forecasting: In conjunction with the President, manages organizational cash flow and forecasting.
- Internal financial control: Maintains appropriate financial controls; if lacking, institutes controls, according to audit findings and overall best practices. Ensures accounting records, tax filing copies, and other records are maintained properly and safely stored.
- Statutory compliance and filing: Ensure timely submission of statutory filings: Federal and State.
- 403b administration: Oversees administration of the 403b plan, including the submission of Form 990 and mailing relevant documents to participants.
- Payroll: Since more than 50 percent of organization's expenses are salaries and benefits, oversees and ensures accurate processing of payroll according to IRS rules and regulations.
- IRS inquiries and audit: Represents the organization before the IRS regarding inquiries and audit. Coordinates and leads the annual audit process; liaises with external auditors and the Finance Committee of the Board of Directors.

ADMINISTRATION AND OPERATIONS

- Human Resources: Supervises all HR functions including: maintenance of appropriate records; responsibility for audits; development and maintenance of evaluation processes.
- Insurance and Licensure: Oversees the review and renewal of all insurance policies that affect the organization, including those related to facilities, liability, health, benefits, and safety; ensures that LM complies with mandatory and voluntary standards.
- Policies and Procedures: Annually conducts reviews of policies and procedures for the organization and staff; ensures that all staff, consultants, and volunteers are informed of procedures and follows them.
- Contracts: Implements a robust contracts management and financial management/reporting system; ensures that the contract billing and collection schedule is adhered to.
- Legal: In close collaboration with the President, works to ensure that organization follows rules and regulations governing the operations of the organization and protected from legal liability. Conducts staff trainings as needed.
- Office Systems: works with the staff to ensure that IT, operational systems, and all other office procedures support the effective operations of the organization.

Required Qualifications and Necessary Skills

- **Technology**
 - Experience with QuickBooks, constituent relationship management (CRM) systems required; and
 - Complete proficiency in Microsoft Office programs including Word, Excel, and Outlook.
- **Relationship Building**
 - Sophisticated people management skills, including the ability to inspire and support our volunteers
 - Capacity to collaborate creatively, sensitively, and professionally with a diverse, highly educated staff, Board members, volunteer corps and members of our organization, and
 - Professional approach and willingness to support the team fully, including peers and leadership, to fully meet the needs of a growing Leadership Montgomery



Preferred Qualifications and Skills

- Minimum of four years responsible accounting or bookkeeping experience including accounts payable, accounts receivable, payroll, general ledger and financial reports
- Experience with security management, HR, staff care, and business insurance.
- Ability to perform several tasks concurrently with ease and professionalism
- Knowledge of computerized accounting, QuickBooks Pro
- Knowledge of regulatory requirements of processing payroll accounting transactions and payroll returns
- Ability to communicate clearly and concisely, verbally and in writing
- Strong writing, oral communications, critical thinking, technology and listening skills;
- Ability to think strategically and analytically with strong attention to detail and accuracy;
- Solid project management skills, including the ability to set goals collaboratively, effectively plan for their achievement and evaluate outcomes;
- Ability to work **BOTH** independently and collaboratively as a vital member of a team;
- Proven ability to handle confidential information with discretion, be adaptable to various competing demands, and demonstrate the highest level of customer/client service and response
- Time management to juggle multiple competing priorities, deadlines and tasks;
- Sound judgment, reliability, trustworthiness; and willingness to own the position fully;
- Innately curious, creative, and hungry to make a strong contribution to Leadership Montgomery;
- Ability to remain highly organized and self-disciplined
- Sense of humor

Position Type and Expected Hours of Work:

- Full-time salaried position; benefits provided
- Standard work week but may be required to work some evenings and weekends
- Usually works in an office environment but the mission of the organization may sometimes require a non-standard workplace