

## **Position Description: Finance & Administration Manager The Chesapeake Multicultural Resource Center**

*The Chesapeake Multicultural Resource Center (ChesMRC) is a 501c3 non-profit organization established in 2012, whose mission is to empower people from different cultures to become successful and engaged members of our community (see [www.chesmrc.org](http://www.chesmrc.org)). Programs include an afterschool program for elementary students, a resource center, cultural competency training, and community outreach. ChesMRC has provided services to over 4,500 clients. This is a unique opportunity to help a growing non-profit become a strong and sustainable presence.*

### **Position Description**

The Finance & Administrative Manager will report to the Executive Director and work closely with the Treasurer of the Board of Directors to manage general operations and financial efforts of ChesMRC.

The Finance & Administrative Manager is primarily responsible for all aspects of finance and administration of a \$500k+ non-profit organization including finance management and budgeting, general bookkeeping, payroll/personnel, financial grant reporting, and general office administration.

The Finance & Administrative Manager position is a 25-hour per week position and the candidate will need to be local to the Eastern Shore of Maryland. The salary commensurates with other non-profits and experience. Benefits include paid health insurance, vision & dental for employees and retirement options.

### **Job Responsibilities**

- Oversee the daily financial and administrative activities for the organization including internal finances and human resource tasks of organization
- Full-scope responsibility for bookkeeping, payables, receivables, budgeting and preparation of financial statements and external reports
- Administers personnel matters and processes payroll and related tax reporting for 13+ employees using Intuit on-line application
- Work with the Executive Director to prepare grant budgets and applications, prepare periodic and final grants billings and reports. Monitors grant budgets for potential variances
- Work with Accountant to prepare annual Form 990 and other tax documents required for the organization
- Work with Executive Director, Staff, Treasurer and Finance Committee to prepare annual organization budget
- Prepare monthly financial statements including monthly cash flow reports for Treasurer and Finance Committee review
- Manages the maintenance of all organization records and electronic communications using various Google apps
- Administer leases, office facilities and equipment, insurance coverages and maintain policies and procedures manual

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- Coordinate with program, fundraising and communication staff to ensure efficient and consistent information flow across the organization

**Qualifications**

- Associate or Bachelor's Degree in Accounting with a minimum 5-6 years experience in bookkeeping or accounting positions, or a demonstrated competency in bookkeeping and administration in a non-profit environment.
- Must understand and be able to implement and maintain cost code accounting practices
- Experience in office and payroll administration, benefits programs and insurance.
- Electronic expertise in QuickBooks, Google platform, Microsoft Office; demonstrated experience using database management and on-line applications.
- Highly-organized and self-motivated individual, with demonstrated problem-solving skills.
- Team-player with effective verbal and written communication skills.
- Non-profit experience a must.
- Must pass State and Federal background check

**TO APPLY:**

Send an email to the ChesMRC Executive Director, Matthew Peters: [resumes@chesmrc.org](mailto:resumes@chesmrc.org)

The subject line should read: Finance & Administration Manager Application

Introduce yourself in the body of the email and attach a single .pdf file. The file name should be your name (example: FirstnameLastname.pdf).

This single file should include your resume or c.v (make sure it includes current contact information) and statements addressing how you meet requirements above. Thank you for applying!

**The deadline for applications is February 26, 2021 and must be able to start in March 2021.**