



JOB DESCRIPTION

Position Title: Operations and Finance Manager

Status: Part-Time (25-30 hours/week), Exempt Employee

Reports To: Executive Director

The Howard County Autism Society seeks an experienced, detail-oriented Operations and Finance Manager to oversee daily finance and operational logistics for the Autism Society as it expands its operations. The manager will assist with the implementation and maintenance of financial policies, strategies, and practices and will also help implement new systems and controls to improve efficiency and reduce risk.

About the Howard County Autism Society (HCAS): The Howard County Autism Society is a 501(c)(3) nonprofit organization and is an affiliate of the [Autism Society of America](#).

The Autism Society's mission is to create connections, empowering everyone in the Autism community with the resources needed to live fully. Its vision is to create a world where everyone in the Autism community is connected to the support they need, when they need it.

The mission of the Howard County Autism Society is to serve individuals on the Autism spectrum, their families, and their communities by providing information, support, and advocacy; by promoting awareness of Autism that values the dignity and uniqueness of each individual; and by working to improve the quality of and access to services and to educational opportunities.

As an employer, HCAS values racial equity and inclusive diversity so everyone can bring their full selves to work and have a place of belonging and growth.

REPORTING/AUTHORITY: The Resource Coordinator-Howard County, MD is supervised by the Executive Director.

RESPONSIBILITIES:

- Operations Management
 - Lead the development of operations-related systems, policies and procedures for all infrastructure needs in line with best practices for non-profit organizations, including but not limited to human resources, contract management, grant management; and finances
 - Help to develop and manage the Operations Manual to reflect these policies and procedures, providing appropriate updates and supporting the approval process
 - Develop and perform staff trainings on new operations procedures and systems
 - Assist in the development of systems for evaluating and monitoring effectiveness of operations, programming, and progress towards goals



- Maintain organization's insurance coverage (general liability, D&O, workers comp, etc.)
- Stay current with business certifications, licenses, registrations with governmental
- Finance
 - Together with the Treasurer, Executive Director, and Finance Committee:
 - Monitor the organization's financial reports
 - Develop and maintain financial policies and procedures
 - Develop annual organizational and department budgets
 - Assist with annual audit
- Technology Support
 - Oversee the development of technology strategies and policies for HCAS, engaging appropriate expertise to identify and vet tools and technology to advance organizational goals
 - Maintain inventory of passwords, equipment, and virtual technology/ programs
 - Initiate purchase of new or replacement equipment and virtual technology/programs
 - Coordinate training on equipment and virtual technology/program for staff, board, volunteers, and consultants as appropriate

REQUIREMENTS

- No less than 5 years of relevant experience
- Strong interpersonal and writing skills
- Skills and ability to work with and motivate staff
- Technology proficiency as a user of Microsoft Teams, Office, Goggle Products, videoconferencing, database management

TERMS OF EMPLOYMENT

Hours: Average 25-30 hours/per week. This includes some weekends and evenings.

Location: Option to work both in-person at our Columbia, MD and remotely.

Salary: \$46,800

Benefits: The Howard County Autism Society does not offer health, dental or life insurance coverage, 401(k) benefits, or tuition reimbursement.

To Apply: Please send resume and cover letter to info@howard-autism.org by June 20, 2023

Start Date: July 2023

(Revised May 2023)