



Job Description

Position Title: Operations and Finance Manager

Status: The Autism Society of Maryland will consider candidates working in a full-time (40 Hours) or part-time (30 Hours) capacity with job duties, salary and paid time off adjusted according to the hours agreed upon.

Reports To: Executive Director

The Autism Society of Maryland seeks an experienced, detail-oriented Operations and Finance Manager to oversee daily finance and operational logistics. The manager will assist with implementation and maintenance of financial policies, strategies, and practices and also help implement systems and controls to improve efficiency and reduce risk.

The Autism Society of Maryland is a 501(c)(3) nonprofit organization serving the Autism communities in Howard, Montgomery, and Anne Arundel Counties and the surrounding areas. Our mission is to create connections, empowering everyone in the Autism community with the resources needed to live fully.

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

JOB DUTIES:

General Accounting/Finance

- Complete invoice review, project coding and bill pay in coordination with Executive Director and bookkeeper
- Process payroll in coordination with Executive Director and bookkeeper
- Assist in month end closing procedures to ensure timely submission and appropriate coding to bookkeeper.
- Assist in development and maintenance of financial policies and procedures.
- Develop annual operating budgets and grant budgets in coordination with Executive Director, Program Managers and Board Treasurer.
- Assist with annual audit.
- Monitor cash balance and cashflow forecast



Grant Monitoring & Reporting

- Monitor and track grant expenditures and complete financial reports in accordance with grant requirements.
- Assist Executive Director as needed on grant applications and updates.
- Maintain grant reporting and invoicing schedule to ensure compliance with grant requirements and to maximize cashflow.

General Office Duties

- Manage record retention in accordance with IRS, grant, and organization policies. o Collect and retain vendor agreements and all applicable documents (W9s, COIs, etc.) for 1099 and insurance reporting.
- Oversee management and inventory of new/replacement equipment and virtual technology/programs
- Coordinate trainings, as needed, on equipment and virtual technology/programs for staff, board, volunteers and consultants
- Assist Executive Director in other operational duties as assigned.

REQUIRED SKILLS AND QUALIFICATIONS:

- Three years accounting and budget experience. Proficient working knowledge of general accounting principles and segregation of costs for Federal grants.
- Experience with QuickBooks strongly preferred.
- Proven success in the development and management of operational and grant budgets.
- Proficiency in Microsoft Word, Excel; 365 and use of Teams and Zoom.

PREFERRED SKILLS:

- Bachelor's degree: Accounting, Finance, Business Administration, or related field.

**This position is subject to a background check in accordance with organization policies. This position is advertised as a full-time, 40 hours per week position. Full-time employees accrue 120 hours (3 weeks) of paid time off annually and receive 9 paid holidays. Hybrid or remote work is available for this position. The Autism Society of Maryland, Inc. does not provide health insurance, retirement, or 401k benefits.

Salary Range: Full time equivalent salary range: \$50,000 – \$55,000, dependent on experience. *
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Send cover letter and resume to: HR@autismsocietymd.org. Serious inquiries only, no recruiters.
(Aug. 2024)