Deputy Director of Finance & Operations

About Baltimore Corps
Baltimore Corps enlists talent to accelerate social innovation in Baltimore and advance a citywide agenda for equity and racial justice. By matching talent to opportunity, Baltimore Corps works to empower the social entrepreneurs, community leaders, and public sector innovators tackling some of the city’s most pressing challenges and building a stronger Baltimore every day. Baltimore Corps is a fast-paced, entrepreneurial environment that values initiative, hard work, and a teachable nature. We are building a team that shares the company’s values, work ethic, and vision for the future.

Role Description
Baltimore Corps seeks a detail-oriented, proactive finance or accounting professional to serve as Deputy Director of Finance & Operations. Reporting to the Chief Financial Officer, the person in this role will lead Baltimore Corps’ day-to-day financial activities, oversee organization-wide operations, and manage and streamline critical functions of the organization.

Baltimore Corps recently transitioned to an independent 501c3, and this role is a unique opportunity to help the organization further develop and refine its operations through a creative focus on problem-solving and collaboration.

ESSENTIAL DUTIES AND RESPONSIBILITIES

FINANCE (65%)
- Accounts Receivable: prepare and send invoices, track payments received, and support with collections follow-up as needed
- Accounts Payable: track incoming invoices and process payments to vendors
- Manage biweekly payroll
- Collect and organize receipts and other payment documentation
- Manage reimbursements for employee expenses
- Code transactions in Quickbooks and prepare monthly financial reports
- Support annual 990 filing and audit
- Work closely with Baltimore Corps’ CFO on budget development and management, financial planning, and strategy
- Other Finance projects as assigned

OPERATIONS (25%)
- Coordinate annual benefits enrollment process for staff and provide benefits support during the year
- Manage relationships with employee benefits providers
- Oversee onboarding process for Baltimore Corps staff roles and for roles supported through external hiring partners (e.g. fiscal sponsor organizations)
- Support procurement of new vendors
- Assist with preparing, sending, and tracking contracts
- Monitor the Baltimore Corps PO box
● Identify Operations needs and areas for improvement to ensure a productive and healthy team
● Other Operations projects as assigned

SPECIAL PROJECTS (10%)
● Other duties as assigned

REQUIRED QUALIFICATIONS
● At least 4-7 years of experience in the fields of accounting or finance
● Highly detail-oriented, careful, and precise
● Knowledge of QuickBooks and Excel
● Ability to manage competing demands and multi-task in a fast-paced environment
● Ability to effectively problem-solve and exercise judgment
● Strong ability to work collaboratively across departments with a diverse team
● Excellent written and verbal communication skills and excellent interpersonal skills
● Ability to give, receive, and incorporate feedback
● Mission-driven spirit and alignment with the values of Baltimore Corps

PREFERRED QUALIFICATIONS
● Knowledge of Salesforce, Bill.com, Zenefits, Trello (or similar platforms) and/or a willingness to learn, plus an ability and desire to work with data-driven systems
● Accounting or finance experience in a non-profit environment

REPORTS TO: Baltimore Corps’ Chief Financial Officer

TIMELINE AND COMPENSATION

This is a full-time salaried position, ranging from $65,000 - $75,000, commensurate with qualifications and experience. The anticipated start date is August 2020. Baltimore Corps is proud to offer additional benefits for our employees including, but not limited to, health and dental benefits, generous vacation time, wellness policies, and flexible work hours.

APPLICATION PROCESS:

To apply for this and all Baltimore Corps roles, go to https://app.baltimorecorps.org/ and complete a profile in Place for Purpose Web Application.