The Mental Health Association of Maryland Inc., a non-profit 501(c)3 organization, is seeking an accomplished Director of Finance to join its growing and evolving organization. This is an excellent opportunity for a finance leader to maximize and strengthen the internal capacity of this high-impact organization. Reporting to the Chief Administrative Officer (CAO), the DOF will be responsible for oversight of all finance, accounting, and reporting activities for the Mental Health Association of Maryland and BrainFutures.

The Director of Finance (DOF) will lead all day-to-day finance operations and supervise a team of two to three staff members providing functional responsibility over accounting, accounts payable, accounts receivable, payroll, budgeting, and grants accounting. The DOF will work closely with program leadership to educate, inform, and explore how the finance function can best support program operations. The DOF will partner with development, human resources and information technology staff to enhance and integrate Finance, Development, HR, and IT functions.

### Duties and Responsibilities

**Financial Management**

- Promote and ensure a culture of financial transparency, consistent communication, and meaningful collaboration with colleagues
- Provide leadership and direction to the accounting team; participate in the hiring and on-boarding of finance staff as needed; and manage the department as it grows
- Produce, analyze, and present accurate and timely financial reports complying with generally accepted accounting principles (GAAP); oversee all financial operations; and manage organizational cash flow and forecasting
- Lead the annual budgeting and planning process in collaboration with the CAO; administer and review all financial plans and budgets, monitor progress and changes, and keep leadership team abreast of the financial status
- Lead and/or participate in cross functional modernization projects, providing expertise and guidance to improve financial related processes and guide successful transformations
- Manage communication with investment portfolio manager and track the performance of invested assets in keeping with policies and investment guidelines
- Lead and coordinate the annual audit process; liaise with external auditors and the finance committee of the board of directors as needed; and assess and implement any changes necessary
- Update and implement all necessary business policies and accounting practices; improve the finance department’s policies and procedures
- Effectively communicate and present the critical financial matters to the Chief Administrative Officer (CAO)

**Team Leadership**

- In collaboration with the CAO, transition the organization from an outsourced accounting model to a highly qualified, fully staffed, internal accounting team
- Leverage strengths of newly acquired finance team members; clarify roles and responsibilities; provide training, supervision, and support to maximize and reach optimal individual and organizational goals; and supervise a team of 2-3 staff members
- Provide leadership in strengthening internal communications with staff at all levels throughout the organization; create and promote a positive and supportive work environment
- Communicate and maintain positive relationships with relevant external stakeholders, including funders, auditors, and others
Qualifications

This is a great opportunity for an experienced accounting/finance professional with at least ten years of non-profit accounting and finance experience, ideally beginning in accounting and audit, followed by experience gathering, evaluating, presenting, and reporting financial information to leadership. Ideally, the successful candidate will have experience in a complex nonprofit that has multiple programs.

- Minimum B.S. degree in Accounting, CPA highly preferred.
- At least 10 years of overall professional accounting experience; ideally seven-plus years of non-profit financial management experience; knowledge of government grants procurement and fiscal management
- Advanced proficiency with MIP Abila fund accounting software, highly preferred
- Significant experience preparing complex financial statements using GAAP, departmental budgets, and forecasts
- Experience with accounting and financial systems as well as the ability to develop financial policies, procedures, and systems informed by finance and industry best practices
- Diverse experience with cloud technology; ability to update systems and processes using technology, and the ability to train team members on new ways of executing the work knowledge of Abila MIP accounting and reporting software; e-commerce platforms and Salesforce CRM
- Proven experience with recruiting, mentoring, training, and retaining a diverse team; the foresight and ability to delegate accordingly
- A successful track record in setting priorities; keen analytic organization and problem-solving skills which support and enable sound decision making
- Excellent communication skills with the ability to effectively, collaborate with/translate financial concepts to colleagues who may or may not have a finance background
- A multi-tasker with the ability to wear many hats in a fast-paced, hybrid remote-work environment
- Personal qualities of integrity, credibility, and commitment. A pro-active, hands-on strategic thinker who has a passion for the mission of MHAMD and BrainFutures

Position Classification

- Full time salaried, exempt
- Flexible remote-work eligible

Organization

The Mental Health Association of Maryland brings together consumers, families, professionals, advocates, and concerned citizens for unified action in all aspects of behavioral health. We envision a just, humane, and healthy society where everyone is accorded respect, dignity, and the opportunity to achieve their full potential—free from stigma and prejudice.

BrainFutures is a national nonprofit dedicated to improving human outcomes by assessing and advancing the practical applications of new scientific understanding of the brain. By providing objective evidence-based information about what works and clearing policy and practice pathways, we aim to maximize human potential and ameliorate pressing social challenges.

MHAMD is an Equal Opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, age, national origin, disability, protected veteran status, gender identity or any other factor protected by applicable federal, state, or local laws.