



CSAAC (Community Services for Autistic Adults and Children) is a nationally recognized pioneer in providing services to individuals with autism.

Autism is a serious developmental disorder that can affect social relationships, communication, judgement, reasoning, and behavior. Individuals with autism often need lifetime supports.

CSAAC is a private, non-profit agency founded in 1979 to provide those supports. CSAAC provides person-centered, community-based services, specialized to meet the support needs of children and adults with autism. CSAAC is in Montgomery Village, Maryland and operates in Montgomery County.

Services are designed and implemented through the combined efforts of a highly specialized team of professionals, managers, and direct support personnel. CSAAC maintains a broad array of community partners to promote enriched lifestyles for the individuals that we serve educationally, vocationally, and residentially.

The need for specialized services for individuals with autism begins at time of diagnosis and continues throughout the lifespan.

CSAAC provides critical services across the lifespan. Services range from services for Educational Services and Residential supports for school age children, through adult services including community-based Residential and Vocational programs.

Mission Statement:

To enable individuals with autism to achieve their highest potential and contribute as confident members of their community.

CSAAC is looking for you to join as a Director of Finance.

This position will report onsite Monday through Friday 9am-5pm in our Montgomery Village, Maryland main office.

Compensation Range: \$100,000 to \$105,000

To apply:

Please email your C.V./Resume to Human Resources Director – Dora Fisher at Dfisher@csaac.org



POSITION DESCRIPTION: DIRECTOR OF FINANCE

POSITION SUMMARY

Reporting to the Executive Director, the Director of Finance is responsible for ensuring the accurate recording of journal entries in the general ledger and managing the maintenance and reconciliation of the detailed A/R and A/P subsidiary ledgers and accurate processing of the bi-monthly payroll. The incumbent assists in the preparation of budgets and financial reports required by management or other parties. The Director of Finance is also responsible for the supervision, development and performance of the Accounts Payable Accountant, the Accounting Generalist, the Payroll Accountant, the Accounting Clerk, and the Accounting Billing Manager.

QUALIFICATIONS

- Education:** Bachelor's or equivalent in Accounting; CPA designation desired.
- Experience:** Four (4) years' accounting experience, preferable in a non-profit organization. Demonstrated knowledge of GAAP and financial reporting requirements required. Previous experience supervising subordinate accounting professionals desired.
- Skills:** Strong oral and written communication skills required. Excellent organizational and coordinative abilities required to manage the various facets of the accounting cycle. Strong attention to detail with the ability to handle multiple projects within prescribed deadlines. Demonstrated knowledge of automated accounting systems required. Computer literacy required with a proficiency in standard business software applications (e.g. word processing, e-mail and spreadsheet).

ESSENTIAL FUNCTIONS

Either directly or through the efforts of subordinate staff the Director of Finance shall...

- Participate in the unbundling of accounting roles, sharing information on practices, contacts, processes and documentation for all accounting functions;
- Ensure that all journals and transactions are posted timely, accurately, and completely to the general ledger, with appropriate documentation;
- Ensure that insurance records (i.e., employee enrollment eligibilities and coverage, P&C insurance for residences and facilities, automotive insurance for vehicles, and professional liability insurance for Board members) are accurate and current;
- Ensure accurate and timely preparation and distribution of payroll;
 - Ensure that all payroll and payroll related transactions and appropriate accruals are posted into the general ledger timely and accurately;
 - Facilitate reconciliation of payroll deductions to provider invoices and/or records and that transfers/transactions/payments to these vendors are completed within designated time parameters;



ESSENTIAL FUNCTIONS (cont'd)

Either directly or through the efforts of subordinate staff the Director of Finance shall...

- **Oversee accurate and timely invoicing to state, local, and county governments or other entities and individuals where appropriate;**
 - Ensure all revenues posted timely and correctly into the general ledger;
 - Ensure that documents pertaining to individuals' funding are submitted timely, filed appropriately, and billed/recognized accurately;
 - Ensure that Accounts Receivable functions are being performed accurately and in a timely manner;
 - Closes A/R monthly to the general ledger, verifies all transactions posted;
- **Ensure all reconciliations are prepared in an accurate and timely manner, and that any adjustments are posted to the general ledger as necessary,**
- **Ensure that an accurate account is kept of individual SSI monies, both incoming and out-going, that such accounts are kept up-to-date and that annual reports are made for each individual;**
- **Ensure that A/P functions are being performed accurately and in a timely manner; ensure A/P transactions are correctly posted in the general ledger;**
- **Ensure appropriate audit trail documents are in place; prepare, provide, and track documentation requests from Auditors;**
- **Ensure all legitimate inquiries receive a prompt, accurate, and courteous response;**
- **Be responsible for the selection, retention and development of subordinate staff in the Finance department (i.e. Accounts Payable Accountant, Accountant Generalist, Payroll Accountant, Accounting Clerk, and the Accounting Billing Manager.). Identify knowledge, skills and abilities needed to perform these roles, participate in the recruitment process for new and replacement hires;**
- **Provide leadership, mentoring and motivation to staff to ensure the creation of the optimum environment to support CSAAC operations;**
- **Ensure staff members complete required training within timeframes prescribed by CSAAC;**
- **Conduct annual performance evaluations, make salary recommendations as appropriate; Confer with the Executive Director and human resources to affect any disciplinary measures as required;**
- **Maintain constant communication with the Executive Director keeping the Executive Director apprised of any issues relating to day-to-day operations:**
- **Assist Executive Director in formulation of internal and external budgets.**



ESSENTIAL FUNCTIONS (cont'd)

Either directly or through the efforts of subordinate staff the Director of Finance shall...

- Other duties as assigned by the Executive Director.
- Adhere to mandatory use of CIMS system to access, send email and access and report health information, data and incidents for individuals supported in CSAAC program. Adheres to mandatory use of ADP software for Human Resource and Accounting related duties.

REQUIRED TRAINING/PROFESSIONAL CERTIFICATIONS

- Designation as a Certified Public Accountant (CPA) required; licensure currency required.

PHYSICAL REQUIREMENTS

While performing the duties of this job, the employee is regularly required to talk, hear, and use hands to finger, handle or feel objects, tools, or controls. Specific vision abilities required by this job include close vision.

Employee must be able to effectively complete a non-adverse physical intervention with autistic individuals of varying heights, weights, and levels of physical strength according to the guidelines presented in Behavioral Principles and Strategies training.

POSITION SPECIFICATIONS

FLSA Status: Exempt

Department: Finance