



Position Title: Fiscal Administrator

Project Title: Domestic Violence Homicide Prevention Demonstration Initiative

Supervisor: Executive Director

Contractual: Part-time (up to 16 hours/week)

FLSA Status: Non-Exempt

Rate: \$40/hour

The *Fiscal Administrator* for the Domestic Violence Homicide Prevention Demonstration Initiative (DVHPDI) is a part-time, up to 16 hours per week position with the Maryland Network Against Domestic Violence (MNADV). This contract is funded by the Office on Violence Against Women (OVW) for 18 months. The DVHPDI is a national Demonstration Initiative that will apply prevention models to the goal of intimate-partner homicide prevention. The Fiscal Administrator will assist the MNADV employees and contractors assigned to this cooperative agreement.

Essential Duties and Responsibilities:

- Review and process all invoices for appropriate documentation and approval prior to payment.
- Review and process bi-weekly timesheets.
- Process travel expenses in accordance with travel policies established by MNADV.
- 1099 maintenance and year-end 1099 form preparation.
- Process check requests.
- Audit and process credit card bills.
- Document all project-related expenses in QuickBooks.
- Prepare weekly accounts payable.
- Maintain files accurately and thoroughly in accordance with MNADV and OVW policy and accepted accounting practices.
- Ensure fiscal adherence to contracts and grants.
- Assist in contract billing and month end closing.
- Prepare monthly financial reports in accordance with the requirements of MNADV and OVW.
- Provide quarterly financial reports to OVW.
- Assist in financial grant reports.

Minimum Qualifications:

- Criminal background check is required.
- Minimum of a bachelor's degree required or commensurate professional experience with a minimum of 5 years of financial/bookkeeping experience, preferably with nonprofits.
- Proficiency with Excel and QuickBooks.
- Preferred experience managing federal and/or state grants or awards.
- Thorough knowledge of applicable accounts payable, general ledger systems and procedures.
- Strong basic accounting principles knowledge, documentation skills, research, organizational, and data analysis skills.
- Ability to interact with employees, consultants, contractors and vendors in a professional manner.
- Strong verbal and written communication and interpersonal skills required. Must be able to work with a broad diversity of professionals and have a professional demeanor.

- Must be responsible, reliable, professional, and punctual.

Benefits:

- Position is on-site, 16 hours per week.
- Benefits are not available.

Note: This scope of work in no way states or implies that these are the only duties to be performed by the employee incumbent in this position. Contractors will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities.

Apply: Applicants must submit a letter of interest and resume to:

Amy Johnson
Director of Programs
Maryland Network Against Domestic Violence
4601 Presidents Drive, Suite 370
Lanham, MD 20706

Email: ajohnson@mnadv.org
Fax: 301-429-3605