



Finance Director Non-profit

MARC is a non-profit providing a multitude of services to individuals with intellectual and developmental disabilities, including residential services, supported home living, day habilitation, and Spectrum of Solutions.

- Reports to: Executive Director and Board of Directors

Minimum qualifications: Bachelor's degree in accounting or related field and five years' experience.

Minimum Requirements:

- Knowledge of 501(c)(3) non-profit accounting principles and procedures.
- Responsible for the development of an annual budget, monitoring budgetary expenses and revenue on an ongoing basis, and working directly with the Administrative Team and Board of Directors.
- Review and analyze financial information on services, new and existing, to assure accountability and accuracy.
- Monthly financials presented to Board of Directors and Executive Director comparing actual to budget month-to-date, year-to-date, and prior year-to-date.
- Knowledge of Microsoft Dynamics Great Plains or related accounting software.
- Responsible for state and federal reports and filings, including Fiscal Accountability Reports for ICF/ID and HCS programs, Form 990, W-2's, Federal 941, SUTA reports, and any other reports required by state federal law.
- Responsible for maintaining an accurate accounting system (general ledger) for revenues, expenses, cash receivables, payables, and property management.
- Supervise staff responsible for accounting, billing, financial information, collections, analysis and dissemination, and benefits coordination.

If you are interested in applying or learning more about the position, please go to marctexas.org/apply-online and complete an application. Following the completion of your online application, please submit your resume to hr@marctexas.org. After receipt of your application and resume, you will receive a call from Allison in HR.