



Title: Fiscal Officer

Type: Exempt, Full-time

Supervisor: Chief Operating Officer

Position Location: Columbia, Maryland

Schedule: In person at least 3 days a week, teleworking 1-2 days a week

Posted: Jan. 2025

Closing Date: When filled

Are you highly organized with a passion for fiscal work that supports a mission? Do you find yourself loving spreadsheets, consistency, and system improvement? Are you a self-starter who would like to be part of a diverse, fun, collaborative and high-performing team? If this is you, please read on!

At the Horizon Foundation, we are leading community change to ensure that all are free from systemic inequities and can live abundant and healthy lives. As the largest independent health foundation in Maryland, we work side-by-side with community to build power, advocate for policy change, and dismantle structural racism to achieve better health for everyone in Howard County and greater Maryland. We do this through innovative initiatives, collaborative partnerships, strategic grantmaking and thoughtful advocacy.

We are seeking a full-time Fiscal Officer to support day-to-day fiscal functions. This position reports to the Chief Operating Officer and works closely with other Foundation staff, outside vendors, contractors, grantees, and stakeholders.

Primary Responsibilities:

- Support the Chief Operating Officer in fiscal and related areas.
- Assist with accounts payable; review invoices, code in Bill.com, research problems and discrepancies, file back-up and track payments.
- Track all contracts and related payments.
- Prepare quarterly budget reports in Excel, project expenses and analyze information; work with budget leads in other departments to support their oversight of their budget areas.
- Facilitate preparation of the annual budget by analyzing spending trends and prior year purchases.
- Manage RFP process for various services.
- Assist with the annual audit and 990 preparations.
- Oversee staff time sheets and maintain PTO records; prepare reports quarterly.
- Serve as Petty Cash custodian, keeping adequate records.
- Prepare and make deposits.
- Enter payment data, upload documents, create forms and generate reports to the online grants management system.
- Conduct special administrative projects as requested.
- Implement existing and recommend new fiscal procedures to enhance operations.
- Perform other job functions and duties as needed.

Our ideal candidate has:

- Five years of experience in financial management (preferably, with a nonprofit or foundation)
- Bachelor's degree preferred.
- Outstanding skills in organizing, efficiency, and consistency.
- Proven analytical, logical, and decision-making skills.
- Ability to set and meet deadlines, track multiple projects in a fast-paced changing environment.
- Comfort in asking for help when needed.
- Positive energy, desire to contribute to our mission, and strong interpersonal skills.
- Desire and ability to establish collaborative working relationships with colleagues.
- High level of comfort, professionalism, and warmth interacting with outside vendors, contractors, grantees, and stakeholders.
- Unwavering ability to uphold confidentiality with diplomacy and tact.
- Ability to interact on a professional level to sustain the mission, culture and best interests of the Foundation.
- Computer aptitude and experience with Microsoft Office Suite, Adobe Acrobat and Quickbooks.

Compensation and Benefits:

A Fiscal Officer at the Foundation can expect to earn at least \$70,560. Competitive benefits include paid time off (increasing after three years); paid holidays; medical insurance including dental and vision insurance and a Health Reimbursement Account (HRA); life and accidental death and dismemberment insurance, short-term disability and long-term disability insurance; and a 401(k) package. This is a position that is exempt from the overtime provisions of the Fair Labor Standards Act.

Hybrid Work Environment:

Candidates must be comfortable with a hybrid work environment (i.e., mix of remote work with scheduled in-person office days and in-person community meetings, as needed). Currently, staff are in the Columbia, MD physical office at least three days a week (Tuesday-Thursday) with up to two days of remote teleworking. Free parking is provided.

Deadline/Start Date:

The position will remain open until filled. Interviews will be scheduled on a rolling basis.

The Horizon Foundation is an equal opportunity/affirmative action employer. All qualified applicants will receive consideration for employment without regard to race, sex, religion, sexual preference, or national origin. People of color, people with disabilities, and LGBTQ candidates are strongly encouraged to apply.