



Finance and Administration Assistant

Position Background:

The Chesapeake Bay Trust, a non-profit grantmaking organization, seeks a Finance and Administration Assistant for our Annapolis, MD, location to assist with financial and compliance management of our grantmaking programs. The Finance and Administration Assistant will assist with compliance monitoring of programmatic requirements, review of financial reports from our grantees, assist with award balance reporting and provide some executive support. This role reports to the Vice President of Finance and Administration. This is a hybrid position that requires at least three days in the office, and the other two can be remote.

Established in 1985, the Chesapeake Bay Trust uses grantmaking as a method to promote community-based participation in the restoration and protection of the natural resources of Maryland and the Chesapeake Bay region. In the past fifteen years, the Trust has doubled its grant-making five times through new revenue from a wide range of partners, with current annual grant-making of approximately \$25 million. The Trust currently allocates these grant funds through 350-400 awards per year to entities who apply through open, competitive calls for proposals as well as programs such as the Chesapeake Conservation Corps.

Specific Responsibilities:

Compliance and Programmatic (80%):

- Assist program teams with the financial components of periodic submissions of reports to federal funders in compliance with federal requirements
- Handle certain awardee oversight tasks (both grantees and federally supported contractors), including review of grantees' federal single audits, SAM disbarment look-up, and report submission delinquency
- Work with program team to verify eligibility requirements of grantees and contractors as outlined in award requirements, including validation of entity and tax status as well as other requirements
- Review of financial status reports and final reports from the Trust's awardees (grantees and contractors)
- Assist with other tasks to ensure compliance with requirements of the Trust's funding partners of all types (federal, state, local government; private foundations; and corporations).

Accounting and Reporting (10%):

- Assist with reporting on programmatic award balances
- Provide accounting reports to support quarterly invoicing and reporting processes
- Assist with year-end audit to include retrieving supporting documents and schedules
- Assist finance department with Accounts Payable weekly check disbursements, as needed
- Deposit checks received to bank via remote deposit, as needed

Executive Support (10%):

- Provide administrative support for the President, including scheduling meetings and managing logistics for on-site meetings
- Serve as liaison for the Trust's leadership and assist with onboarding new board members including orientation and website updates
- Manage logistics for board meetings including organizing and emailing board materials, organizing meeting venues and site visits/tours, and preparing board meeting minutes
- Develop presentations, analytics and reporting for the President, as needed
- During Maryland's legislative session, perform daily scans of new pieces of legislation for certain search terms and summarize findings for the President

Qualifications and Skills:

- Associate's or bachelor's degree in accounting, business administration, or related field OR two years' of direct experience in accounting/financial management
- Proficiency in the Microsoft Office suite of programs (especially Word and Excel)
- Ability to tackle multiple tasks in a timely and effective manner
- Excellent organizational skills and attention to detail
- Ability to work both independently and in team settings in an office environment
- Excellent written and oral communication skills
- Personal vehicle or access to a vehicle/transportation and valid driver's license or access to transportation options

Salary and Benefits: \$45,000-\$50,000, commensurate with experience, with an excellent benefits package and opportunities for related professional development. A successful candidate with no or some experience in some of the responsibilities listed above will be offered a starting salary at the lower end of this range. A successful candidate will be considered at a higher starting salary level if he/she/they have experience in most or all of the responsibilities listed above.

Application Instructions and Deadline:

The position will remain open until filled. Please submit a resume and cover letter for full consideration. Your cover letter is the most important piece of your application: In your cover letter, please address your ability to accomplish the duties of the position as listed above. Please do not simply list your previous experience. **Your cover letter should describe what makes you a strong match specifically for this position, and why this position is a match for you.**

The Chesapeake Bay Trust provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, national origin, age, or disability in accordance with applicable federal, state and local laws. We encourage applications from people of color. Applicants must be currently authorized to work in the United States on a full-time basis. The Trust does not participate in programs that require sponsorship for work visas.