

Position Opening at the National Fallen Firefighters Foundation

The National Fallen Firefighters Foundation has a current opening in our Finance Division for a full-time Financial Manager. This position will be based in our Emmitsburg, MD office, on the federal NETC campus. Due to the location of this position, it is necessary for all applicants to submit to a federal credential process and review; if an applicant does not meet the federal credential requirements, they will be unable to continue in this position.

Letters of interest, together with resumes and a list of three professional references, must be submitted to the Foundation Human Resources department, no later than December 15th, 2017. Please forward all materials to Jim Markel at: jmarkel@firehero.org. Our expectation would be fill the position as soon as possible and to ask for a start date in January 2018. Applicants should be available for potential "in office interviews" during late December-early January.

Full-time staff members of the Foundation are offered a benefits package, which includes accrued sick/vacation time, 401K plan, health care plan and various additional employee offerings.

Candidates will be given strong consideration, based upon the following criteria:

- Four-year college degree with an emphasis in accounting (at least 24 hours of accounting classes)
- Three-years of current experience with federal grant reporting, in a company having a federal indirect rate
- Possessing a CGMS designation; a CPA or MBA is a plus
- Within a reasonable commute distance to Emmitsburg, MD
- Demonstration of professional expertise and the ability to work closely with other finance division staff

Please see below the primary functions and duties of this position. Those possessing credentials that reflect the listed attributes and achievements are invited to respond.

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Financial Manager

The incumbent in this position has primary responsibility for management of accounting and financial records.

Financial

- Monitors monthly expenditures and revenue, including approval of expenses,
- Reconciliation of expenditures and deposits, and other related tasks
- Makes online banking transactions
- Establishes and oversees financial tracking/recordkeeping and review of revenue and expenditures
- Manages federal grants, and accounts payable
- Assists with monthly financial statements
- Provides financial analyses of expenses for federal grants and Combined Federal and State campaigns
- Prepares for annual financial and compliance audits
- Serves as a secondary Foundation financial expert during the annual on-site financial and compliance audit; explains expenditures to the auditor and provides interpretation of Foundation policies as needed
- Prepares budgets for grants
- Serves as backup for payroll
- Prepares monthly salary allocation and leave balance reports

Grants management

- Prepares quarterly progress reports for federal grants as needed
- Prepares monthly and quarterly financial reports and requests for reimbursement for federal grants
- Ensures reporting dates for Federal grants are met
- Maintains grants calendar and master files on grants

Fundraising

- Prepares State registrations

Memorial Weekend

- Serves

Administrative

- Provides information and updates for group calendar
- Serves as Notary Public for the Foundation

Physical Demands and Work Environment

- The work is generally sedentary although there may be some nominal walking or standing for short periods of time. There may be times that require carrying heavy loads or lifting items that require only moderate physical ability or stresses.
- Work in this environment involves risks and discomforts common to those incurred in offices, meeting rooms, libraries and the like. The safety precautions required are normal of those required in the locations above. The work area is adequately lighted, heated, and ventilated.