

Stokes Partnership for Children
Title of Position: Finance Manager
Status: Exempt
Reports to: Executive Director

Position Summary or Overview:

The Finance Manager will be responsible for the financial aspects of the operation of Stokes Partnership for Children (SPC), a non-profit organization. Under the direction of the Executive Director, works to perform the accounting, contracting and reporting function for all of SPC's funding sources, including Smart Start, NC Pre-K, and other sources of state, federal and private funds. Including but not limited to, performs technical accounting tasks, including payroll, benefits, budgets, grant reporting, accounts payable and receivable and audit reports.

Position Qualifications (minimum qualifications including job experience, skills, education and training):

1. Associate or Bachelor's degree in business or accounting. Accounting preferred.
2. Two to three years relevant on the job experience required.
3. Experience with nonprofit finance management a plus.
4. Knowledge of general accounting, fund accounting, budgeting and contracting.
5. Computer proficient and familiar with Word, Excel, Power Point, Publisher or other publishing programs.
6. Must have professional demeanor and excellent written and oral communication skills.
7. Considerable knowledge of automation, technology, and current methods and techniques in supporting an accounting division.
8. Must be able to perform in a fast-paced, family friendly environment while handling multiple tasks.
9. Ability to organize and plan work to meet deadlines.
10. Ability to maintain detailed and accurate files and records.
11. Ability to deal effectively with individuals at all business levels and a variety of situations requiring tact, judgment and professionalism.
12. Must agree to maintain strict confidentiality in all matters pertaining to personnel and operations management matters.

Major duties and responsibilities:

1. Fiscal and Office Management Responsibilities:
 - A. Assist the Executive Director with the administration of the Partnership as directed.
 - B. Serves as primary point of contact for Multi-Partnership Accounting & Contracting (MAC) accountant and manages periodic bidding for services.
 - C. Prepares, codes and reviews all accounting source documentation, including but not limited to, accounts payable invoices, cash receipts, journal entries. Forwards to MAC accountant for processing. Prints accounts payable checks.
 - D. Regularly reviews and makes recommendations for periodic updating of Policies and Procedures.

- E. Solicit and maintain competitive bidding documentation as required for services and goods.
 - F. Maintains tracking methods and monitors various budgets within the Partnership.
 - G. Designs and prepares various reports for SPC Board and committees using reports generated by accounting system or custom designs.
 - H. Ensures segregation of duties is followed for all aspects of financial processes.
 - I. Creates and reviews initial budgets, budget amendments and budget revisions.
 - J. Manages biennial financial audit and prepares annual audit package. Reviews audit or journal entries for accuracy, reconciling net assets to the auditor's report by fund and fund type. Point of contact for outside audit team.
 - K. Prepares sales tax claims for refunds.
 - L. Prepares timely and accurate financial statements, including balance sheet and expenditure reports (FSRs).
 - M. Prepares general ledger account reconciliations that support balance sheet accounts.
 - N. Manages monthly and year-end closing processes in a timely and efficient manner.
 - O. Performs monthly review of trial balance by fund (for all funds) and consolidated trial balance for reasonableness.
 - P. Coordinates benefits for Partnership staff, and monitors personnel leave time, elective withholdings, etc. Serves as primary liaison with retirement and insurance representatives and coordinates management of 403(b) retirement funds.
 - Q. Prepares annual application for the State Employees Combined Campaign.
 - R. Applies for solicitation license annually to the NC Secretary of State.
 - S. Coordinates inventory of materials and supplies. Orders supplies as needed.
 - T. Maintains and audits Partnership's Fixed Asset Log and asset number assignment.
 - U. Maintains office equipment, including equipment leases.
 - V. Inputs payroll information for transmitting to payroll company.
 - W. Prepares contracts and grant agreements.
 - X. Prepares contract budgets and enters into the Contracts Management System (CMS).
 - Y. Assists in staff orientation, completes background checks and sets up drug screenings for new employees.
 - Z. Serve as back-up Administrative Assistant when scheduling necessitates.
 - AA. May engage in contract work to conduct fiscal monitoring for other local partnerships.
2. In-House Fiscal and Programmatic Support
- A. Monitors Smart Start cash and in-kind program match requirements, enters match into the Local Partnership Cash and In-Kind System, reviews entries with Executive Director quarterly to ensure they are accurate and remains abreast of policies and procedures of cash and in-kind match at the local and state level, including advanced familiarity with the Cash and In-Kind Program Match Manual and legislative mandates.
 - B. Provides fiscal support to the NC Pre-K program.
 - C. Provides fiscal support for program management and evaluation.
 - D. Provides fiscal oversight for the Dolly Parton Imagination Library.
 - E. Performs other related duties as assigned.

3. Direct Service Providers
 - A. Provides technical assistance to direct service providers in financial reporting procedures of SPC and NCPC.
 - B. Assists direct service providers with financial management of contracts.
 - C. Maintains tracking methods to monitor various budgets for the Direct Service Providers.
 - D. Designs and prepares various reports for the SPC Board of Directors and Committees relative to financial reporting of Direct Service Providers.
 - E. Conducts annual fiscal monitoring of in-house and contracted programs, including completing an annual onsite fiscal monitoring visit. Completes necessary paperwork, gathers supporting documentation and submits to the Executive Director for review.
 - F. May engage in contract work to conduct monitoring for other local partnerships.

4. Miscellaneous
 - A. Updates job knowledge by participating in educational opportunities and reading professional publications and other pertinent sources of information.
 - B. Is responsible to help meet agency cash and in-kind match requirement; participates in agency fund development activities, including writing grants, conducting fundraising events and general fundraising.
 - C. Helps plan SPC activities and participates in community events.
 - D. Adheres to the organization's code of ethics and complies with the confidentiality requirements.
 - E. Performs other related duties as assigned.

Physical Requirements of the position:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential responsibilities. While performing this job the employee is:

- Frequently required to sit; use hands to finger, handle or feel objects, tools or controls; reach with hands or arms; and talk or hear.
- Periodically required to stand, walk, stoop, and kneel.
- Occasionally required to lift up to 25 pounds.
- Specific vision abilities required by this job include close vision and the ability to adjust focus to operate the computer.
- The position also requires the ability to frequently work under time pressure.

Additional Requirements:

1. Valid NC Driver's License and transportation to/from work.
2. Current criminal record check revealing no criminal record.
3. No record of substance abuse. Required drug screening.
4. Willing to travel overnight.
5. Periodically work extended workdays or weekends.

Full Salary Range (Full-time position: 32 hours/week): \$30,382 to \$45,573, Hiring rate contingent on experience. Excellent benefits.