

**Finance Director
Job Description
Chatham County Partnership for Children**

Job Statement

Under the direction of the Executive Director, the Finance Director is responsible for performing a diverse range of financial and human resources tasks necessary for the effective and efficient operations of the Partnership.

The Finance Director will perform technical bookkeeping and accounting tasks including but not limited to:

- Develop and manage annual budgets in collaboration with the Executive Director
- Monitor financial performance, prepare financial reports, and present findings to senior management and board members
- Manage cash flow and forecasting
- Monitor financial management practices to ensure compliance with all finance standards and legal requirements
- Oversee all financial operations within each department to ensure spending aligns with budget and financial policies
- Review organization revenue and expenses to make forecasts and projections
- Research and review investments to make recommendations on portfolio modifications
- Oversee vendor relationships and manage invoicing and reimbursement processes for vendors, staff, and consultants
- Ensure completion of monthly and annual financial statements in formats approved by the NC Partnership for Children and GAAP standards
- Oversee preparation for annual audit of financial statements
- Ensure completion of the annual audit packet and supporting documents for the Form 990

Human Resources

The Finance Director will work with the Professional Employer Organization (PEO) to ensure the human resources functions are carried out effectively, including but not limited to:

- Ensuring the posting of job descriptions and the completion of performance management reviews
- Collaborating with staff and the Executive Director to evaluate employee benefits, healthcare, and compensation annually
- Reviewing and maintaining current organization policies and procedures, including the Employee Handbook
- Supporting implementation and use of staff development opportunities
- Assisting in other special projects as needed or requested by the Executive Director and leadership team

Supervision

Supervise staff that assist in fulfilling key financial responsibilities

- Delegate functions to the finance team
- Supervise staff by articulating expectations, displaying model behavior, maintaining open communication, and clarifying roles
- Conduct performance evaluations, review timesheets and expense reports, and promptly address and resolve departmental issues

Purchasing

- Supervise daily activities of the purchasing function

- Authorize coding for accounts payable invoices for posting into the accounting system
- Implement requisition and accounting forms to ensure budget compliance and appropriate fund usage
- Provide technical assistance in budgeting, cost principles, cost allocation, and cost reasonableness

Multi-Accounting and Contracting (MAC) Services

- Provide support for MAC services as directed by the Executive Director

Knowledge, Skills, and Abilities

- Ability to tailor financial data into specialized reports for funders, committees, and board members
- Strong organizational skills, initiative, and capacity to train and coach others
- Proven supervisory skills
- Ability to establish and maintain effective working relationships
- Ability to work independently and minimize errors
- Strong written and verbal communication skills
- Ability to maintain confidentiality
- Thorough knowledge of the organization's mission and services
- Strong interpersonal skills for internal and external collaboration
- Proficiency with computers, accounting software, and office equipment
- Knowledge of nonprofit compliance and regulatory requirements

Education and Experience – Minimum Requirements

- Minimum Associate's degree in Accounting, Business Management, Finance, or related field (Bachelor's preferred)
- Minimum of four years of progressively responsible accounting experience, preferably in a nonprofit setting
- Supervisory experience required
- Ability to develop effective work plans, organize details, set priorities, and meet deadlines
- Additional experience may substitute for some formal education requirements

Position Status:

Regular FTE (40 hours per week; minimum 3 days onsite, 5 preferred)

Classification: Grade 25, Exempt

Salary Range: Starting at \$65,000.00 full-time equivalent salary