



Finance Manager - Part-time JOB DESCRIPTION

The [North Carolina Early Childhood Foundation](#) has a bold vision –each North Carolina child has a strong foundation for lifelong health, education and well-being supported a premiere birth-to-age-eight system.

We advance our vision by:

- **Promoting Understanding:** We engage business, faith, law enforcement, economic development and other community leaders as early childhood champions to effectively communicate the broad societal impact of policies that affect early development and learning.
- **Spearheading Collaboration:** We lead and support state and local collaborations – bringing together health, family support, early learning and education leaders across government, policy, private, nonprofit, philanthropic and research sectors – that are advancing a shared vision and coordinated strategies for maximum impact for children and families.
- **Advancing Policies:** We provide policymakers, advocates, business leaders and the public with research and analysis about the impact of current and proposed federal and state birth-to-eight policy and innovations proven to achieve results for young children.

The Finance Manager contributes to NCECF’s mission by managing the Foundation’s bookkeeping, budgeting, finance and grant reporting functions. This is non-exempt, part-time position of 20 hours per week.

RESPONSIBILITIES

Strategy

- Provide strategic recommendations to the executive director based on financial analysis and projections, cost identification and allocation, and revenue/expense analysis.
- Oversee long-term budgetary planning and cost management in alignment with strategic plan.
- Engage the executive director to align financial management with short- and long-term financial planning and projections.
- Engage the board finance and audit committee around issues, trends, and changes in the operating model and operational delivery.
- Perform the duties and responsibilities in accordance with Generally Accepted Accounting standards and Practices (GAAP).

Bookkeeping

- Maintain bank account, ensure adequate cash flow, and make all deposits in a timely manner as outlined in NCECF’s Fiscal Policies.
- Record the organization’s Accounts Receivable and A/Payable bookkeeping functions in accounting system, ensuring all entries are properly coded.
- Keep journal entries and maintain the integrity of the general ledger.
- Maintain schedule for payments of invoices and reimbursements and ensure bills and reimbursements are paid in a timely fashion.

- Prepare invoices and ensure their timely payment.
- Reconcile all accounts on a monthly basis within 15 days of the end of the month.
- Process year end close for the fiscal year by the last day of February of the following year.
- Manage and accurately record all contributions, donations and grants.
- Manage depreciation, inventory/fixed asset management and the financial liability for accrued PTO.

Financial and Grant Management

- Implement, and ensure compliance with internal financial and accounting policies and procedures.
- Oversee and lead annual budgeting and planning process in conjunction with the Executive Director; administer and review all financial plans and budgets; monitor progress and changes and keep Executive Director abreast of the organization's financial status.
- Manage organizational cash flow and forecasting.
- Document and maintain complete and accurate supporting information for all financial transactions.
- Work with staff to prepare budgets for grant and contract proposals.
- Maintain financial records for each grant/project in a manner that facilitates management reports and ensure that accurate and timely financial statements are prepared in accordance with grant agreements.
- Monitor risk management policies and procedures to ensure that program and organizational risks are minimized.
- Analyze and present financial reports in an accurate and timely manner; clearly communicate monthly and annual financial statements (including for each grant); collate financial reporting materials for all donor segments, and oversee all financial, project/program and grants accounting.
- Prepare and submit annual sales tax reimbursement.
- Coordinate and lead the annual audit process; liaise with external auditors and the finance committee of the board of directors; assess any changes necessary.
- Maintain a robust contracts management and financial management/ reporting system; ensure that the contract billing and collection schedule is adhered to and that financial data and cash flow are steady and support operational requirements.
- Update and implement all necessary business policies and accounting practices; improve the finance department's overall policy and procedure manual.
- Effectively communicate and present the critical financial matters to the board of directors.

Human Resources and Administration

- Advise the organization's leadership on appropriate insurance coverage for the organization and the Board of Directors.
- Oversee all payroll functions to ensure that employees are paid in a timely and accurate manner. Coordinate payroll and benefits processing for both salaried and hourly employees, prepare new hire paperwork related to payroll processing/system orientation Responsible for timely filing and payment of all payroll related tax deposits and filings. Record payroll from payroll service into QuickBooks; record and track employee PTO; and distribute 1099's and W-2's at year end.
- Update and implement all necessary employee policies and ensure the Employee Handbook is up-to-date.

- Prepare contractual agreements for the organization.
- Ensure fiscal and personnel records are complete, current and accurate.
- Maintain vendor contracts and leasing agreements and relationships.
- Maintain necessary insurance records.
- Ensure that all statutory requirements of the organization are met including Charitable Status, Withholding Payments (CPP, EI), Income Tax, Goods and Services Tax, Employer Health Tax
- Manage Workers Compensation allocations and billing on a monthly basis.
- Manage annual insurance and benefit plans and renewals.
- Work closely and transparently with all external partners including third-party vendors and consultants.
- Manage systemic improvements, internal controls, documentation and forms development.

Perform other duties as required.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Demonstrated knowledge and experience in accounting and nonprofit bookkeeping.
- Experience and knowledge of Non-profit financial reporting, with ability to create reports.
- Excellent organizational skills and detail-oriented.
- Excellent interpersonal skills and ability to communicate effectively.
- Ability to manage competing priorities while maintaining an attention to detail in a fast-paced environment.
- Computer proficiency in Word, Excel and QuickBooks.
- Ability to exercise discretion and maintain confidentiality in work.

EDUCATION, TRAINING AND EXPERIENCE

The above skills are typically acquired through:

A Bachelor's degree in Accounting, Finance, Business Management or similar.

AND a minimum of two years of directly related professional experience.

OR an equivalent combination of training and experience.

Estimated on-the-job training time: Six months.

NCECF is committed to building a diverse staff and board and strongly encourages applications from people of color.

Interested applicants should email cover letter and resume to ncecf@buildthefoundation.org.