



<b>Program:</b>	Administration
<b>Position Title:</b>	Finance Coordinator
<b>Hours:</b>	30 - 37.5 hours per week
<b>Reports To:</b>	Executive Director
<b>Salary:</b>	\$30,000 - \$35,000
<b>Office Location:</b>	Administrative Office downtown;
<b>Benefits:</b>	health insurance, life insurance; 12 paid holidays; vacation and 12 sick days prorated based on number of hours

### **Overall Responsibility**

This position is split between two partner organizations; 2/3 with Children First/CIS and 1/3 of The Mediation Center. The Finance Coordinator is responsible for the oversight of all bookkeeping and accounting activities for Children First/Communities In Schools and The Mediation Center. This will include all financial reporting for the Children First/CIS Project POWER/AmeriCorps program.

### **Key Responsibilities**

- Cash receipts and disbursements
  - Payroll and payroll taxes; including but not limited to setting up payroll in accounting system, paying payroll taxes, submitting quarterly reports and W-2s
- Monthly bank reconciliation for all Children First/CIS accounts including ensuring that the organization is within FDIC limits and funding is getting the best return
- Assisting in creation of annual program and organizational budgets and entering budgets into accounting software.
- Analyze financial data, create financial reports and support staff and Board planning with financial projections
- Prepare the financial portion of grant and contract proposals, as well as all grant and contract related financial reports.
- Making journal entries to allocate expenses across programs.
- Preparation and analysis of financial statements including monthly reports for the Finance Committee (including but not limited to the Balance Sheet, Organization Totals with and without Project POWER/AmeriCorps, and all Programs comparing actual to budget plus Accounts Receivable/Accounts Payable Report) by the 15<sup>th</sup> of every month and ratio reports quarterly
- Ensure all changes in employment status (new hires, terminations, salary changes) are properly executed.
- Provide consultation to Board finance committee as needed at their monthly meetings and occasionally to full Board of Directors at Board meetings.
- Prepare financial information for monthly Finance, Executive, Board and staff meetings.

- Create monthly reimbursement requests for grants as needed
- Consult with Executive Director to monitor expenses throughout the year.
- Oversee the annual audit including hiring the auditor in consultation with the Executive Director and Finance Committee; preparing needed materials and assisting during the audit.
- Oversee preparation and submission of required state lobbying reports (CF/CIS)
- Be knowledgeable of IRS rules and regulations
- Close out the year by July 30<sup>th</sup>

50 % of the position will be devoted to Children First/CIS Project POWER/AmeriCorps

- Ensure that Project POWER/AmeriCorps information is entered into the Accounting system no later than the 7<sup>th</sup> of each month
- Create and maintain Project POWER fiscal documents: AmeriCorps reimbursement requests, AmeriCorps monthly payment requests, financial status reports, expense documentation and closeouts
- Approve and maintain in-kind donation documentation from partners, trainers and other donors
- Execute partner contracts, invoices, and training as it relates to the fiscal management
- Serve as liaison between Children First/CIS and the NC Commission Grant Compliance staff to ensure that Project POWER is meeting all financial requirements
- Attend any required AmeriCorps state and national fiscal trainings
- Manage monthly healthcare rosters and assist members with insurance related issues

**We are looking for an individual that:**

- Demonstrated experience in financial management and accounting, ideally in the nonprofit sector
- Is proficient in Quickbooks Accounting System
- Has strong computer skills and is proficient in Microsoft Office, including creating graphs, tables and charts
- Problem-solves, thinks strategically, is proactive and takes initiative
- Determines priorities and organizes tasks while working with parallel projects/multiple deadlines.
- Anticipate needs, seek out relevant information and provide appropriate and timely response.
- Maintains a high degree of confidentiality.
- Presents a professional and positive attitude and appearance
- Is committed to missions of "...empowering children and their families to reach their full potential through advocacy, education and services. As Communities In Schools, we surround students with a community of support, empowering them to stay in school and achieve in life" and "creating opportunity from conflict."

**To apply:** Please send resume, cover letter and a list of at least 3 professional references to [employment@childrenfirstbc.org](mailto:employment@childrenfirstbc.org). Interviews will begin on March 27<sup>th</sup> and applications will be reviewed until position is filled.