



Position Announcement: Finance Leader - Part-time (25 hours per week)

The North Carolina Early Childhood Foundation is the state's only organization focused exclusively on children from birth through age eight—the most rapid period of development in human life. It promotes public understanding, spearheads collaboration and advances policy to achieve its vision that each North Carolina child has a strong foundation for lifelong health, education and well-being supported by a premiere birth-to-age-eight system. Learn more at <http://www.buildthefoundation.org>.

Position Overview: The North Carolina Early Childhood Foundation seeks a part-time Finance Leader (25 hours per week) to play a leadership role in ensuring the efficient and effective management of our finances and human resources. The Finance Leader will be a strategic thought partner working closely with the organization's senior leadership and Board of Directors. We are looking for an enthusiastic, hands-on, participative, detail-oriented, and self-motivated leader. NCECF has strong fiscal policies and systems for financial management. The Finance Leaders reports to the Executive Director.

Responsibilities

Strategy, Management and Leadership.

- Leads, in collaboration with the Executive Director, the development of strategic financial plans and the agency's operational budgets; analyzes strategic business opportunities, risk management and financial data to support management decisions.
- Applies understanding of nonprofits, budget models and ability to manage complex financial environment to bring a strategic, high-level perspective to finance and accounting needs.
- Ensures all organizational financial policies are up-to-date, implemented, and effectively translated to staff and Board leadership as appropriate.
- Formulates and recommends policies on banking, receipt and disbursement of funds, extension of credit, fiscal and accounting matters. Leads finance activities
- Responsible for the development of standard accounting, analysis and reporting procedures and for exercise of overall financial control.
- Serves as staff liaison to the Finance and Audit Committees of the Board of Directors.
- Ability to translate and educate pertinent organizational financial and budget information to staff as needed.
- Perform duties and responsibilities in accordance with Generally Accepted Accounting standards and Practices.

Budgeting and Reporting

- Budget Development and Reporting: Oversees and leads annual budgeting and planning process in conjunction with the Executive Director and with input from senior staff; prepares budget documents and financial statements for Board and works with treasurer on monthly reporting.
- Audit: Coordinates and leads the annual audit process, liaise with external auditors and the finance committee of the board of directors; ensure all recommendations from audit are operationalized.
- Grant Budgets and Reporting: Work with staff on preparing project and grant proposal budgets preparation, presentation, and contract finalization; prepares and submits required reports to funding

sources; reviews and analyzes budget reports; and prepares and develops budget modifications and recommendations.

- General Reporting: Manages organizational cash flow and revenue forecasting; prepares, analyzes and presents monthly financial reports in an accurate and timely manner; oversees all financial, project/program and grants accounting.
- Contracts Management: Manages a robust contracts and financial reporting system; ensures that the contract billing and collection schedule is adhered to and that financial data and cash flow are steady and support operational requirements.

General Accounting

- Payables and Expenses: Prepares checks and recording of expenditures by budget category; calculates and records allocations for shared expenses; keep journal entries and maintain the integrity of the general ledger.
- Payroll: Coordinates payroll and benefits processing for both salaried and hourly employees, prepares new hire paperwork related to payroll processing/system orientation, distributes 1099's and W-2's at year end; prepares and submits reporting as necessary to meet Work Comp and Unemployment insurance requirements.
- Compliance: Works with financial auditors and program monitors; ensures NCECF meets federal, state, and local financial, lobbying, and nonprofit best-practice standards.

Human Resources

- Sets up and maintains personnel files; ensures all changes in employment status (new hires, terminations, salary changes) are properly executed.
- Oversees administration of employee benefit plans of NCECF including, but not limited to, health insurance, retirement, and leave time.
- Works with the Executive Director and the Board to ensure NCECF's compensation and benefits package is competitive.

Qualifications

Qualified applications should have:

- At least five years of demonstrated experience in nonprofit financial management and accounting, including legal, audit, compliance, budget, grants management, and resource development.
- BS in Finance, Accounting or equivalent preferred.
- Proficient in Excel and Quickbooks
- Excellent people skills, with experience collaborating in a multi-disciplinary, diverse, and dynamic team.
- Flexible and a self-starter, detail-oriented and excellent organizational skills and
- Ability to manage competing priorities while maintaining an attention to detail in a fast-paced environment.

Hours and Location: 25 hours/week. Flexibility in work hours and location. The Finance Leader may work remotely and will need to travel to the NCECF office in Raleigh regularly.

NCECF embraces equity and inclusion in our work and on our team. All individuals are encouraged to apply regardless of age, color, disability, genetic information, gender, gender identity, national origin, race, religion, sexual orientation, or veteran status.

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