



North Carolina Coalition

securing resources ■ encouraging public dialogue ■ advocating for public policy change

to End Homelessness

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Finance and Operations Director

The North Carolina Coalition to End Homelessness is seeking a full-time Finance and Operations Director.

The ideal candidate will be committed to getting results in a fast-paced environment and able to handle a heavy workload and keep track of detailed information. This position will be responsible for the development of the organization's financial management and operations strategy and contribute to the development of the organization's strategic goals.

About NCCEH

The mission of the North Carolina Coalition to End Homelessness is to end homelessness by creating alliances, encouraging public dialogue, securing resources, and advocating for systemic change. NCCEH works with communities to address root causes of homelessness by developing and implementing data-driven strategies that are focused on permanent housing and appropriate services.

NCCEH staff work as a trust-based, collaborative team to create a dynamic, creative workplace that focuses on questioning the status quo in order to bring about systems change.

Primary Responsibilities

The Finance and Operations Director, who is based in Raleigh, NC and reports to the Executive Director, is responsible for the following:

- Bookkeeping and Financial Management
 - Assist the Executive Director in coordinating and managing the annual budget process
 - Maintain Accounts Payable and Receivable and execute daily accounting activities necessary to maintain NCCEH's general ledger
 - Maintain accurate and timely financial records for the organization, including tracking expenditures for multiple grants and funding streams
 - Ensure financial procedures meet the requirements of federal and state grants and contracts, including eligibility of expenses, reporting, and timelines
 - Create monthly, quarterly, and yearly financial reports for the NCCEH Board of Directors, Finance Subcommittee, and executive team
 - Coordinate and manage the month-end close process and complete journal entries, analyses of balance sheet reconciliations, fixed asset and depreciation schedules, monthly accruals, and other estimates
 - Produce monthly, quarterly and annual financial reports, including organization-wide financial statements as well as department-level P&L's and other regular reports
 - Maintain organized set of detailed records and files to document financial transactions
 - Oversee payroll with outside payroll processing company
 - Make and implement recommendations to improve accounting processes and procedures
 - Manage annual review of organization's written fiscal policies in conjunction with the Board of Directors

- Human Resources
 - Update and manage human resources policies, including staff benefits and performance evaluations
 - Maintaining confidential personnel files
- Nonprofit Management and Compliance
 - Monitor compliance with federal and state regulations and fulfilling all requirements to retain nonprofit status
 - Prepare and submit the 990
 - Advise the executive director and NCCEH Board of Directors in decisions related to organizational policies and procedures
 - Maintain NCCEH archival records
 - Lead and coordinate the preparation for the annual financial audit of the Organization and other audits as necessary
 - Assist with required grant and other reporting
- General Operations
 - Contribute to long and short-term organizational planning and strategy as a member of the executive team
 - Oversee membership development
 - Ensure office equipment is properly maintained and serviced
 - Monitor and order office supplies
 - Assist with applications for grants and other funding opportunities
 - Perform other duties as assigned or required

Essential Skills

We're seeking candidates who excel in relationship building, are results-oriented, and have strong project management skills. You should have:

- A commitment to social justice and NCCEH's mission
- A demonstrated commitment to high professional ethical standards and a diverse workplace
- Ability to communicate effectively both written and verbally
- Excellent listening, assessment, and problem-solving skills and a collaborative style
- Strong organizational skills and attention to detail
- Demonstrated leadership and visioning in managing major projects or initiatives
- Ability to analyze financial data and to prepare accurate reports in a timely fashion
- Ability to establish and maintain effective and appropriate relationships with other employees, volunteers, vendors, board members, and other professional contacts
- Ability to challenge and debate issues of importance to the organization

Essential Knowledge

- Experience working in or with a non-profit managing federal funds and private contracts
- Strong knowledge and applied experience working with Excel, Quickbooks, Blackbaud, or other financial management software

Knowledge and practical understanding of fund-based accounting and Generally Accepted Accounting Principles (GAAP) Bachelor's degree in accounting, business or related field required. Minimum four years of professional experience in financial management.

Salary commensurate with experience. Excellent benefits and leave package.

How to Apply

Required application documents:

- Résumé
- Cover Letter
- Reference List
 - Include 3 professional references and describe how you know the individual and how long you have known the individual.

Upload résumé, cover letter, and reference sheet to NCCEH's online form available at <http://www.ncceh.org/joinourteam>.

Applications will be accepted until the position is filled. Applications received by August 18, 2017, are guaranteed review.

NCCEH is an equal opportunity employer.