

POSITION DESCRIPTION

Position	Director of Finance & Operations	Category	Full-time, permanent
Supervisor	CEO/President	Function	Administrative

Position Overview

The Director of Finance & Operations oversees all financial operations of the organization including donation, grant, and other income processing, accounts payable and cash disbursements, general ledger postings, monthly reconciliations and analyses, monthly financial reporting, financial forecasting, budget preparation, and budget monitoring. The Director of Finance & Operations establishes and enforces compliance with financial policies, procedures, and internal controls, including proper separation of duties and adherence to Generally Accepted Accounting Principles (GAAP). The Director of Finance & Operations will lead the budget process, working with fellow team members to prepare revenue projections, operating expenses, and program and grant budgets. In addition, this position ensures the efficiency and effectiveness of the organization's operations by monitoring independent contractors and vendor-provided services such as software, payroll, and insurance.

Key Functions

Financial Management (30%)

Oversee all financial operations of the organization including processing and recording of all revenues and expenses, reconciliation of all accounts, cash flow management, preparation of monthly financial statements, management of annual audit and gather information needed for the IRS Form 990, tracking of grant expenditures, and management of the Audit & Finance committee. Establish and monitor compliance with all financial policies and procedures. Review vendor contracts, issue 1099s, and make sales tax reimbursement filings.

HR and Payroll (20%)

Work with Professional Employment Organization to process semi-monthly payroll, onboard/offboard new employees in compliance with employment laws and regulations, manage employee paid time off, administer and account for all employee benefits. Post job openings, establish policies and procedures such as the Employee Handbook, evaluate independent contractor vs employee statuses.

Partner with senior leadership to identify solutions related to human resource matters and ensure organizational compliance around human resources. Maintain confidentiality around all information and situations pertaining to finance, human resources, and operations for the organization.

Operations (10%)

Manage annual insurance policies and ensure timely submission of all operational filings such as the charitable solicitation licenses and lobbying activities. Provide board governance insight and ensure compliance with organizational bylaws.

Special Projects (40%)

Provide ongoing support to the CEO and team members for presentations, written communications, board meeting management, monthly/annual reports, and data analysis. Provide support for organizational fundraising strategy, grant applications and monitor IRS public support test. Provide additional support for organization's programmatic activities as needed.

Responsibilities

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- Provide organizational leadership in the areas of finance, human resources, and operations.
- Oversee all aspects of financial operations including budgeting, donation processing, grant reporting, financial statement preparation and reporting, cash flow management, account reconciliation and banking services.
- Manage quarterly Audit & Finance committee meetings, annual audit, and IRS Form 990 preparation.
- Establish, oversee, and monitor policies, procedures, and controls over financial management of the organization.
- Support the mission of the organization with strategic and efficient operational support.
- Manage vendors and negotiate contracts, especially in the areas of audit and tax, insurance, human resources, and benefits administrations.
- Ensure operational compliance with laws, regulations, and organizational bylaws.
- Oversee human resource functions, develop policies, and serve as primary liaison to professional employment organization.
- Partner with senior leadership to identify solutions related to human resource matters and ensure organizational compliance around human resources.
- Take initiative on new ideas and projects and bring forward recommendations.
- Focus on organization mission and goal, while still maintaining attention to detail
- Manage multiple tasks and priorities in a fast-paced environment.
- Provide ongoing support to the CEO and team members for presentations, written communications, board meeting management, monthly/annual reports, and data analysis.
- Provide support for organizational fundraising strategy, grant applications and monitor IRS public support test.
- Provide additional support for organization's programmatic activities as needed.

Position Competencies, Compensation and Travel

Education	Requires a bachelor's degree or higher in finance, accounting, or related discipline. Graduate degree or CPA preferred.
Experience	Requires a minimum of seven years of experience in financial management, preferably in nonprofit organization, educational institution, or government agency.
Skills	The position requires strong understanding of GAAP principles, budgeting and forecasting, donation processing, grant reporting, financial statement preparation, reporting and analysis. The ideal candidate should have a high degree of self-motivation and excellent computer skills with proficiency in Microsoft Office and QuickBooks. Critical thinking, oral and written communication, collaboration, creativity, growth mindset, character, fortitude, mindfulness, and leadership.
Compensation	Salary commensurate with education and experience. Benefits competitive with public and private industry including but not limited to health and savings plans. 40 hours per week.
Travel	This position requires limited travel, but typically within North Carolina.

About myFutureNC

myFutureNC is a statewide nonprofit organization which promotes a shared vision for an education-through-workforce continuum across North Carolina (from early childhood through adulthood) and aligns and coordinates local, regional, and state actions that will dramatically increase attainment of valuable credentials and postsecondary degrees. Our work is guided by meeting or exceeding a goal of at least two million North Carolinians by 2030 with valuable, high-quality credentials and postsecondary degrees that will lead to a stronger, more competitive, and prosperous North Carolina.