



NCCADV

North Carolina Coalition
Against Domestic Violence

North Carolina Coalition Against Domestic Violence Job Description

Interim Finance Director

Hours: Full-time – Temporary**; some evening and weekend work required
Location: Durham, NC
Reports to: Executive Director
Status: Exempt

The mission of the North Carolina Coalition Against Domestic Violence (NCCADV) is to lead the state's movement to end domestic violence and to enhance work with survivors through collaborations, innovative trainings, prevention, technical assistance, state policy development, and legal advocacy.

We believe that patriarchy, gender inequality, heterosexism, and all oppressions play a central role at the individual, institutional, and cultural levels in creating and maintaining environments that accept domestic violence. We believe it is vital to understand and advocate for the elimination of all forms of oppression, including, but not limited to: sexism, racism, and heterosexism. We believe it is critical to serve all domestic violence survivors, regardless of race, age, class, ethnic group, sexual orientation, gender identity, mental and physical abilities, religious and spiritual beliefs, and immigration status. We know oppression comes in many forms and leads to additional issues for survivors of domestic violence; we strive to serve all survivors of domestic violence and their respective needs.

We believe that through the power of our shared experiences and collective voice, we can work together to create individual, institutional, and cultural change. We work intentionally and actively to create safe spaces for survivors of domestic violence. We believe the voice and experience of survivors must be the foundation of our work, and that the domestic violence movement can change society.

Position Summary: Under the supervision of the Executive Director, the Finance Director will advance the work of the Coalition by maintaining primary oversight of NCCADV's accounting, grant compliance, and operations functions. This will include budgeting, preparation of financial reports, audit preparation, cash flow management, and grant compliance. The position will oversee the work of the Operations Team (currently a team of 5) whose functions include accounting, budgeting, grant compliance and reporting, human resources, contract management, IT, facilities and operations. This is a key leadership position, involving staff supervision, strategic planning, and financial oversight. **This Interim position is expected to last 6+ months, with some potential to become a regular position after that time**

Primary Job Responsibilities:

Financial Management

1. Assist the Executive Director in managing the financial and business affairs of the organization.
2. Develop and monitor the annual organizational budget and multiple individual grant budgets. Solicit and incorporate input from programmatic staff in creating and revising budgets; and provide strategic expertise in budgeting processes.
3. Prepare clear, accurate and timely financial reports for the Executive Director, the Board of Directors, Program Managers, the Head of Development, and external stakeholders.
4. Manage the cash flow of the organization; supervising accounts payable, accounts receivable, and bank reconciliations.
5. Prepare necessary reports, schedules and documentation for the annual audit.
6. Oversee the maintenance of all executed contracts for the organization, including equipment contracts and warranties.
7. Ensure that all required documentation is filed in a timely manner with the Internal Revenue Service and the NC Department of Revenue and maintain NC Solicitation License, credit applications, etc.
8. Coordinate the development and implementation of financial policies and procedures, ensuring that the organization's internal control policies are sufficient and followed.
9. Provide financial training to staff to enhance their understanding of organizational finances. Train program managers on how to manage their program budgets, and other government grant compliance matters.
10. Assist with identifying and cultivating existing and new government funding sources for support of NCCADV's work, and contribute to addressing internal systems and processes to enhance this function.

Operations Team Management

1. Provide direct management and supervision/support to assigned staff. This includes oversight, professional development, and performance review as well as including goal setting, timeline management, and task delegation.
2. Support team and individual professional and personal development. Oversee hiring and termination processes, provide input into salaries, and provide regular performance feedback.
3. Identify ongoing operational support needs and work with Operations Team staff to meet those needs.
4. Supervise the Grant Compliance Coordinator to ensure full compliance with grantor, governmental and legal regulations, rules, processes and documentation requirements. This includes overseeing the timely delivery of grant reports and applications to government funders, as well as educating and providing information to staff regarding grant requirements.



5. Supervise the Financial Specialists to ensure accurate financial information and complete records. This includes overseeing semi-monthly payroll, annual 1099's and W2s, accounts payable and accounts receivable.
6. Supervise the Operations Coordinator in their work to manage employee benefits, hiring, promotion and termination processes and procedures; to maintain efficient office operations including copier, supplies, facilities, phone and IT systems; and to manage human resources for the agency.

Leadership and Organizational Culture Work

7. Serve as a member of the NCCADV Director's Team. Participate in organizational level decision making to ensure the long-term success of NCCADV.
8. In conjunction with the Directors' Team and Executive Director, provide strategic oversight to the agency. The Finance Director will have a particular focus on financial and internal operational strategy.
9. Participate in the development of systems and processes that ensure information flows smoothly among staff and programs.
10. Model leadership in organizational equity, values, and social justice work.
11. Lead organizational development efforts, including the stewarding of internal culture change, organizational strategic planning, internal values survey and follow up work to ensure NCCADV is operating within its values to the fullest extent, and organizational anti-oppression efforts.

Other:

12. Participate on ad hoc internal committees as needed.
13. Collaborate with other staff to plan and implement NCCADV's biennial conference and biannual membership meetings.
14. Participate in NCCADV staff meetings, in-service trainings, and retreats, and perform other duties as requested by the Chief Executive Officer.

Qualifications:

1. Understanding of and commitment to the mission of the North Carolina Coalition Against Domestic Violence.
2. Strong experience in nonprofit business and financial management.
3. Knowledge of fund accounting, including payables, receivables, and payroll.
4. Experience with grants management (government grants experience preferred).
5. Experience developing and managing budgets and contracts.
6. Proficiency in Quick Books accounting software strongly preferred.
7. Ability to effectively organize and manage work time.
8. Ability to develop and maintain cooperative relations with a diversity of individuals, organizations, and government agencies.
9. An understanding of the dynamics, causes and resources associated with domestic violence and a commitment to ending violence and other forms of oppression.



10. Excellent oral and written communication skills. Including the ability to communicate financial information to non-financial stakeholders in various formats and mediums.
11. Advanced expertise in Excel, and strong skills in Word, Outlook and Power Point.
12. Commitment to contributing toward a positive work culture.
13. Access to reliable transportation; willingness and ability to travel out of state; occasional overnight travel required.

NCCADV is an equal opportunity employer. We are committed to employment policies and procedures assuring all qualified persons are accorded equal opportunity for employment, promotion, and training. We strongly encourage domestic violence survivors to apply. We welcome and encourage applicants from diverse groups to apply including, but not limited to, African-American, Latinx, Native American, Asian/Pacific Islander, and LGBTQ persons. We also welcome people from all national origins, religions, ages, & ability status.

To apply, please send a cover letter and resume to nccadv.finance.hiring@gmail.com. Application will be accepted on a rolling basis with interviews anticipated for March 2019.

