



# NCCADV

North Carolina Coalition  
Against Domestic Violence

## Director of Finance

Hours: Full-time; some evening and weekend work required  
Location: Remote (our office is located in Durham, NC but we are currently operating fully remote due to the pandemic)  
Reports to: Executive Director  
Status: Exempt  
Hiring Range: \$60,000 - \$65,000

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 accepts 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 and ethnic group, sexual orientation, gender identity, mental and physical abilities, religious and spiritual beliefs, and immigration status. We know oppression comes in all forms and leads to additional issues for survivors; 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 Director of Finance will advance the work of the Coalition by maintaining primary oversight of NCCADV's accounting functions, including financial planning and analysis. This will include budgeting and cash flow management. The position will oversee the work of the Finance Team whose functions include accounting, preparation of financial reports, contract management, and audit preparation and will assist with grant financial compliance. This is a key leadership position, involving staff supervision, strategic financial planning, financial oversight, and administrative oversight.

**Primary Job Responsibilities:**  
**Financial Management**

1. Assist the Executive Director in managing the financial and business affairs of the organization.
2. Work closely with staff to develop and monitor the annual organizational budget and assist with multiple individual grant budgets. Solicit and incorporate input from programmatic and grant/development staff in creating and revising budgets; and provide strategic expertise in budgeting processes.
3. Ensure that clear, accurate and timely financial reports are provided to the Executive Director, the Board of Directors, Program Managers, Development staff, and external stakeholders.
4. Manage the cash flow of the organization; supervising accounts payable, accounts receivable, and bank reconciliations.
5. Ensure that necessary reports, schedules, and documentation are provided 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, 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. Assist in providing financial training to staff to enhance their understanding of organizational finances. Assist in training program managers on how to manage their program budgets, and other government grant financial compliance matters.

**Finance Team Management**

10. Provide direct management and supervision/support to assigned staff. This includes oversight, professional development, and performance review including goal setting, timeline management, and task delegation.
11. Support Finance team and team members' professional and personal development. Oversee hiring and termination processes, provide input into salaries, and provide regular performance feedback.
12. Work closely with the Grant Compliance Coordinator and Executive Director 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.

13. Supervise the Financial Specialist(s), Finance Coordinator(s), and/or contractor(s) to ensure the Coalition maintains accurate financial information and complete records. This includes overseeing semi-monthly payroll, annual 1099's and W2s, accounts payable, and accounts receivable.
14. Maintain ultimate responsibility for all tasks and work areas assigned to the Finance Team.

### **Leadership and Organizational Management**

15. In conjunction with the Executive Director, provide strategic financial oversight to the agency. The Director of Finance will have a particular focus on financial and internal operational strategy.
16. Participate in the development of systems and processes that ensure information flows smoothly among staff and programs.
17. Model leadership in organizational equity, values, and social justice work.
18. Help to lead organizational development and change 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**

19. Participate on ad hoc internal committees as needed.
20. Collaborate with other staff to plan and implement NCCADV's biennial conference and annual membership meetings (with a focus on financial matters).

### **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. Strong experience with financial aspects of grants management (government grants experience strongly 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. Ability to build relationships with people who are supportive of and people who are resistant to NCCADV's strategic and philosophical approach to IPV prevention and response, in order to advance the work of NCCADV.
10. Experience supervising other people.

11. An understanding of the dynamics, causes, and resources associated with domestic violence and a commitment to ending violence and other forms of oppression are preferred.
12. Excellent oral and written communication skills, including the ability to communicate financial information to non-financial stakeholders in various formats and mediums.
13. Advanced expertise in Excel and strong skills in Word, Outlook, and PowerPoint.
14. Commitment to contributing toward a positive work culture.
15. 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 survivors of intimate partner violence to apply. We welcome and encourage applicants from diverse groups to apply including, but not limited to African-American, Latine, Native American, Asian/Pacific Islander, and LGBT persons. We also welcome people from all national origins, religions, ages, & ability status.**

To apply: Send resume, cover letter, and three references to Carianne Fisher, Executive Director at [humanresources@nccadv.org](mailto:humanresources@nccadv.org) by July 1, 2021. No phone calls, please.