



NCCADV

North Carolina Coalition
Against Domestic Violence

Are you an experienced financial professional with a background in nonprofit or a nonprofit professional with strong government grants and finance experience?

Are you ready to apply your knowledge of GAAP principles, government grants, cost allocation, and budgeting to the growth and development of an innovative nonprofit that is dismantling oppression?

Do you want challenge, flexibility, and teamwork while being on the cutting edge of equity work and making a significant impact toward ending domestic violence?

The North Carolina Coalition Against Domestic Violence (NCCADV) is looking for a Finance Director to update our finance policies and support our members while managing and developing our existing accounting practices. NCCADV has a 3-month operating reserve and is working to diversify our funding sources.

Compensation and Benefits

- Hiring range: \$68,000 to \$72,000 based on experience.
- Full-time, exempt position, working 40 hours per week.
- Occasional evening and weekend hours required during pivotal times (i.e. audit, budget, grant applications, grant closeouts).
- Hybrid office (We are largely remote but will need to come to the office in Durham, NC to sign checks or to have signature notarized at least 2-3 times each month).
- 80 hrs. of vacation leave, 2 personal days, 15 paid holidays, 96 hrs. of sick leave, 6 months of paid parental leave, and a flexible, family-friendly schedule.
- We provide medical (PPO), dental, vision, short- and long-term disability, life, and AD&D insurance, with NCCADV covering 100% of the premiums for the coverage for staff members.

ESSENTIAL RESPONSIBILITIES:

Financial Management (60%)

- 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.
- 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.
- Ensure that necessary reports, schedules, and documentation are provided for the annual audit, to the IRS, to the NC Department of Revenue, to our funders, etc.
- Coordinate the development and implementation of financial policies and procedures, ensuring that the organization's internal control policies are sufficient and followed.

Finance Team Management (30%)

- Provide direct management and supervision/support to assigned staff. This includes reviewing work, professional development, and performance review including goal setting, timeline management, and task delegation.
- Supervise the 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.

General Operations (10%)

- Participate in the development of systems and processes that ensure information flows smoothly among staff and programs.
- 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 fully operating within its values, and organizational anti-oppression efforts.

Essential Requirements

- Understanding of and commitment to NCCADV's mission.
- Strong experience in nonprofit business and financial management including knowledge of fund accounting, payables, receivables, and payroll and strong experience with financial aspects of grants management (government grants experience strongly preferred).
- Experience developing and managing budgets and contracts, and proficiency with Quick Books accounting software and Excel strongly preferred.
- Ability to effectively organize and manage work time and to develop and maintain cooperative relations with people who are supportive of and people who are resistant to NCCADV's strategic and philosophical approach to IPV prevention and response, to advance the work of NCCADV.
- Excellent oral and written communication skills, including the ability to communicate financial information to non-financial stakeholders in various formats and mediums.
- Experience working with communities of color and grassroots organizations, with a nuanced understanding of systemic oppressions.
- Flexibility and adaptability, able to shift styles to fit the needs of a wide range of cultures, people, and organizations.

OUR HIRING PROCESS & TIMELINE:

We will review applications on a rolling basis until the position is filled. We plan to begin scheduling phone interviews on February 25th. We will conduct short phone interviews in late February and early March and begin one-hour interviews in March. We anticipate that finalists will be invited to a second-round one-hour interview in mid to late March, and we will make an offer shortly thereafter. We would like to have the selected candidate start in April or early May.



Please review the complete position description at <https://nccadv.org/about-us/employment-opportunities>. To apply: Send resume, cover letter, and three references to Carianne Fisher, Executive Director at humanresources@nccadv.org by March 5, 2022. No phone calls, please.

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 Black, Latine, Native American, Asian/Pacific Islander, and LGBT persons. We also welcome people from all national origins, religions, ages, & ability status.

