

Families Moving Forward

Job Description

Position Information

Job Title: Finance & Administration Manager

Status: Full-Time, Non-Exempt

Salary: \$65,000–\$70,000

Reports to: Executive Director

Location: Onsite

About Families Moving Forward

Families Moving Forward (FMF) helps families in the crisis of homelessness find their way home. We provide temporary housing, case management, skills education, and connection to community resources to help parents and children thrive in stable homes. FMF currently provides emergency shelter and supportive services to 20 families at its emergency shelter, works with landlords and community partners to rapidly rehouse families onto the path to affordable housing and a stable future, and provides twelve months of aftercare support to families who have transitioned to permanent housing.

Position Summary

The Finance & Administration Manager oversees the day-to-day financial and human resources operations of FMF. This position ensures accurate financial records, timely reporting, effective HR processes, and compliance with organizational policies and applicable laws. Working closely with the Executive Director, external audit partners, supervisors, benefits providers, and other vendors, the Finance & Administration Manager serves as a trusted resource for both financial and employee-related matters. The ideal candidate is organized, detail-oriented, discreet, collaborative, has strong integrity and honesty, and is committed to FMF's mission.

Key Responsibilities

Finance & Administration

- Manage day-to-day bookkeeping, accounts payable, deposits, reconciliations, credit cards, and financial records.
- Maintain the general ledger and ensure accurate, timely financial documentation.
- Coordinate with external bookkeepers and accountants on monthly close, financial statements, audits, tax filings, and other reporting.
- Support grant reporting, annual budgeting, and financial reporting for the Executive Director and Board.
- Monitor internal controls, account balances, documentation, and compliance with financial policies.
- Maintain organizational records, business accounts, supplies, and other administrative functions as needed.

Human Resources

- Coordinate recruitment, hiring, onboarding, and offboarding processes.
- Maintain accurate and confidential personnel files, employee records, job descriptions, and employment documentation.
- Coordinate benefits administration, annual enrollment, leave tracking, timesheets, and payroll-related HR information.
- Serve as a resource for employees and supervisors regarding HR policies, benefits, leave, workplace expectations, and organizational procedures.
- Assist with employee handbook updates, required notices, and employment compliance.

Qualifications

- 10+ years of progressive experience in bookkeeping, accounting, finance, human resources, office administration, or nonprofit operations.
- Strong experience with general ledger accounting, accounts payable, reconciliations, and financial reporting.
- Proficiency with QuickBooks, preferably QuickBooks Online, and Microsoft Excel/Office.
- Working knowledge of HR practices, employment requirements, personnel records, benefits, and employee relations.
- Experience with nonprofit accounting, grants, or restricted funding preferred.
- Strong organizational, communication, problem-solving, and time-management skills.
- Excellent judgment, accuracy, discretion, and attention to detail.
- Ability to work effectively with diverse colleagues and contribute to a respectful, mission-centered workplace.
- Associate degree in accounting, HR, business administration, or a related field preferred; equivalent experience will be considered.
- SHRM certification or other relevant professional certification is a plus.

Schedule & Work Environment

This is a full-time, non-exempt position working approximately 40 hours per week. The position is onsite during regular business hours, and occasional attendance at organizational events or meetings outside regular hours. The role is primarily office-based and requires extended periods of computer work. Occasional lifting of up to 25 pounds may be required. Reasonable accommodations are available for qualified individuals with disabilities.

Background Check

Employment is contingent upon successful completion of a criminal background check and, where applicable, a motor vehicle records check. FMF conducts background checks in compliance with applicable law, including the Fair Credit Reporting Act.

Compensation & Benefits

- \$65,000 – 70,000 based on experience
- 100% employer-paid medical insurance (after 90-day introductory period)
- Paid time off: approximately 20 days per year (first year accrual) plus 11 paid holidays
- Optional supplemental benefits (employee-paid): dental, vision, and supplemental insurance
- 403(b) retirement plan eligibility (employer match available at FMF's discretion)

How to Apply

Please send a resume and cover letter to employment@fmfnc.org with the subject line "Attn: Finance & Administration Manager Position."

Equal Employment Opportunity

Families Moving Forward is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, gender identity, sexual orientation, national origin, genetic information, disability, veteran

status, marital status, or any other characteristic protected by applicable federal, state, or local law. FMF complies with all applicable federal, state, and local laws governing nondiscrimination in employment.

ADA Accommodation

FMF is committed to providing reasonable accommodations to qualified individuals with disabilities. If you require an accommodation to participate in the application or interview process, or to perform the essential functions of this role, please contact the Executive Director.