



Part-Time Employment Opportunity

FINANCE & HUMAN RESOURCES MANAGER

The mission of Jubilee Home is to collaborate with justice involved folk to foster belonging, promote healing, and build wellness into our community through quality, low-barrier, supportive housing.

Jubilee Home, located in the Historic Hayti neighborhood in Durham, NC, works to create safe, trauma-informed spaces that allow individuals the opportunity to show up authentically, step into bravery, and open the door for healing and transformation. Inspired by SAMHSA's 8 Dimensions of Wellness, Jubilee Home takes a holistic approach to support individuals as they seek sustainable independence and joyful liberation. Through peer-led case management, weekly wellness programming, and a therapeutic physical environment, Jubilee Home seeks to be a haven for those impacted by the criminal legal system.

As Jubilee Home's budget and organizational complexity continue to grow, we are seeking a part-time Finance & HR Manager to steward the financial and administrative systems that support our mission. This role, requiring 20-25 hours per week, will report to the Executive Director and work closely with the Board of Directors and Finance Committee to ensure strong financial management, compliance, and care for staff as the organization continues to mature. The Finance & HR Manager will oversee day-to-day bookkeeping, payroll and benefits administration, budgeting, grant reporting, and organizational insurance, helping ensure that Jubilee Home's financial and people operations align with our core values and long-term sustainability. This role requires a high level of maturity, integrity, professionalism, and attention to detail, along with the initiative to develop a deep understanding of all aspects of Jubilee Home's work.

Description of Duties and Responsibilities:

Financial Management (40%)

- Manage all day-to-day accounting operations, including accounts payable/receivable, bank and credit card reconciliations, and general ledger maintenance
- Ensure accurate financial records in accordance with GAAP and nonprofit best practices
- Prepare documentation and support for annual audit and Form 990 preparation
- Develop and manage the organization's annual operating budget in collaboration with the Executive Director and the Board of Directors
- Support long-range financial planning as programs and staffing expand
- Support development efforts by preparing financial reports and supporting documentation for grant reporting to ensure compliance with funder requirements
- Coordinate with program staff to align financial reporting with program outcomes

Payroll, Benefits, & HR Administration (40%)

- Administer payroll processing, including wage changes, tax filings, and compliance with federal and state employment requirements
- Manage employee benefits administration (retirement, insurance, and other benefits), serving as a point of contact for staff
- Maintain HR systems and records, including onboarding, offboarding, and personnel files
- Support staff training and professional development by coordinating onboarding, ongoing training requirements, and access to growth and learning opportunities for staff



Operational & Strategic Support (20%)

- Manage all organizational insurance policies, including renewals, coverage reviews, and claims coordination
- Ensure appropriate coverage as programs, staffing, and property holdings evolve
- Partner with leadership to communicate financial health, risks, and opportunities in an accessible way to staff, Board and stakeholders.
- Identify opportunities to strengthen efficiency and scalability as Jubilee Home grows

Qualifications and Competencies:

- Minimum of two years of experience in nonprofit administration, with a track record of successful budget management, bookkeeping, and/or HR administration
- High level of personal commitment to the mission and values of Jubilee Home
- Successful project management experience with excellent organizational skills and attention to detail
- Excellent interpersonal and communication skills (both verbal and written)
- High expectations for consistent follow through both as relates to self and others on team
- Inclusive, empathetic worldview and demonstrated skill working across lines of difference
- Experience working in a small nonprofit or social services organization is a plus.

Compensation:

- This is a hybrid (based in Durham, NC) part-time position (20-25 hrs/week) at \$26/hour. Position also includes PTO, sick time, and a YMCA membership.

Jubilee Home is committed to fostering an inclusive culture within our organization where people from various backgrounds can participate fully and equitably, as we want to engage all those who can contribute to our mission. Jubilee Home does not discriminate on the basis of race, religion, gender, age, marital status, or sexual orientation.

Please submit resume, cover letter and two references to amy@jubilee-home.org. The priority deadline to apply is Friday, April 3, 2026.