



## **Children First/Communities In Schools of Buncombe County Finance & Operations Manager Position Description**

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| <b>Program:</b>         | Administration                                                                                            |
| <b>Position Title:</b>  | Finance & Operations Manager                                                                              |
| <b>Hours:</b>           | 37.5 hours per week, minimal nights, weekends                                                             |
| <b>Reports To:</b>      | Executive Director                                                                                        |
| <b>Salary:</b>          | Mid \$40,000s annually                                                                                    |
| <b>Office Location:</b> | Physical Office in Asheville, NC                                                                          |
| <b>Benefits:</b>        | 12 paid holidays; health (including vision and dental),<br>vacation/sick days, birthday leave, retirement |

### **Organizational Overview**

Children First/Communities In Schools of Buncombe County (CF/CIS) works to strengthen both child and family by keeping students on track for academic success, while using public policy to build a more family-friendly, affordable Buncombe County. Our staff size is approximately 25 people, with about 25% of those being part-time. Our Student Support Specialists work in K-6 schools to support students with improvement goals related to attendance, behavior, coursework, parent engagement, and social-emotional learning. Our afterschool and summer programs provide students with homework help, enrichment activities, healthy snacks, and support with their individualized goals. Our Family Resource Centers offer food boxes, school supplies, emergency financial assistance and much more.

### **Overall Position Responsibilities**

The Finance & Operations Manager will report directly to the Executive Director. This is a team-oriented role that is responsible for assisting and supporting the administrative department (which includes the Executive Director, the Data & Grants Compliance Officer, the Resource Development Coordinator, the Operations & Communications Assistant, and outside consultants) in organizing and coordinating all office activities and day-to-day administrative functions. This role also ensures all of the organization's financial procedures are carried out, including AmeriCorps financial operations. Responsibilities include working with others to provide support relating to financial management, human resources, organizational communications, resource development, information technology, and general office management, in order to facilitate organizational effectiveness and efficiency. The Finance & Operations Manager understands staff roles, our constituencies, and programs to support the mission, goals and strategies of CF/CIS.

The responsibilities listed below are representative of the knowledge, skills, and/or abilities required, but may change based on the needs and growth of the organization.

**We are looking for an individual that:**

- Is committed to a mission of “...empowering children and their families to reach their full potential through advocacy, education and services. As Communities In Schools, we surround students with a community of support, empowering them to stay in school and achieve in life.”
- Problem-solves, thinks strategically, and takes initiative.
- Is a flexible team player.
- Has excellent interpersonal, verbal, and written communication skills.
- Builds strong working relationships; evidence of tact and integrity in dealing with others.
- Works well both independently and within a team on one-time and ongoing projects.
- Presents a professional and positive attitude and appearance.
- Exhibits excellent attention to detail.
- Can prioritize and organize multiple deadlines and projects.
- Is self-motivated and proactive in completing tasks.
- Anticipates needs, seeks out relevant information, and provides appropriate and timely response.
- Maintains a high degree of confidentiality.
- Stay calm in stressful situations.
- Has strong computer skills. Is proficient in Microsoft Office. Preferably the candidate will be familiar with mail merge functions, graphs, tables, basic graphic design platforms such as Canva, virtual meeting platforms such as Zoom, and/or web-based tools such as “Doodle” and “Survey Monkey.”
- Is knowledgeable on financial systems, bookkeeping/QuickBooks/QuickBooks Online, Human Resource practices, employee benefit management, and/or general office management.

**We would love it if the candidate also:**

- Has experience as an Executive Assistant or Office Coordinator, with emphasis on financial management.
- Has experience with nonprofits.
- Is able to troubleshoot basic technology issues.
- Speaks conversational Spanish.

**Key Responsibilities**

***Financial Management (including AmeriCorps) (About 50%)***

- Serve as the finance liaison and provide oversight with the leadership team, external consultant, and funders.
- Oversee accounts payable, ensuring bills are received, approved, and paid in a timely manner.
- Develop, implement, and maintain fiscal policies and procedures, including systems for

- tracking and approving expenses, as well as filing receipts and other financial paperwork.
- Oversee accounts receivable, ensuring monthly invoices are sent and paid in a timely manner.
  - Record incoming donations and grants and deposit them into the organization's bank account.
  - Assist with monthly reconciliations by correctly coding all bank and credit card transactions in QuickBooks Online and gathering all necessary documentation.
  - Work with the Executive Director, Finance Consultant, and other finance team staff to complete the annual budget development process, monitor expenditures and variances, and proactively update income and expense projections.
  - Assist with oversight of financial compliance, time and effort reporting, supporting documentation submission, and reimbursement requests for state and federal grants.
  - Monitor cash flow and ensure adherence to Reserve Policy
  - Assist with the annual audit, including hiring the auditor in consultation with the Executive Director and Board and preparing needed materials.
  - Negotiate, prepare, and monitor all vendor contracts to ensure vendor bidding process is conducted in accordance with financial policies.

#### ***Human Resources (HR) (About 30%)***

- Serve as the HR liaison with the leadership team, external consultant, payroll provider, and group benefits broker.
- Set up and coordinate bi-weekly payroll in ProLiant, the organization's payroll provider.
- Track employee paid-time off, including vacation and sick leave, and ensure it is consistent with organizational policies and procedures.
- Manage group benefits for staff, including reconciling vendor bills and coordinating open enrollment.
- Responsible for hiring process, including tracking applicants, and onboarding and offboarding employees.
- Oversee the maintenance of accurate and complete personnel files (including physical and/or electronic copies). Ensure protection, security, and confidentiality of files/records, including transferring and disposing of records according to retention schedules and policies.
- Evaluate, implement, and update personnel policies and procedures to ensure compliance with applicable HR, employment, and personnel laws and regulations, as well as make recommendations on maximizing efficiency.
- Assist Executive Director with staff retention and support strategies, including Living Wage Certification

#### ***Office Management/IT Support (About 10%)***

- Provide day-to-day clerical support, including distributing mail, maintaining and organizing general office files, computer files, and notebooks, and purchasing and keeping supplies inventoried, available, and organized.
- Assist with management of frequently changing calendars/schedules, coordinating meetings,

- and taking meeting minutes as needed.
- Assist in maintaining professional office environment, including inventory and maintenance of office equipment, business-like appearance of office, and cleanliness of office.
  - Assist with agency vehicle maintenance such as registration, inspection, and servicing.
  - Assist in resolving staff technical difficulties/computer issues and coordinating with the contracted IT consultant.
  - Manage agency insurance and serve as the liaison with the agency insurance broker.
  - Assist with and/or lead annual renewal of licensures/certifications as needed.

### ***Leadership/Board of Directors Assistance (About 10%)***

- Provide supervision to the Operations & Communications Assistant
- Work with the leadership team to build effective/efficient organizational systems and processes that promote a healthy workplace culture, as well as other leadership team goals.
- Attend and present financial updates at Board Meetings, including Finance Committee and Audit Committee, and serve as staff liaison to the Board Treasurer
- Assist in maintaining records/manuals pertaining to the Board of Directors

### **Staff Responsibilities**

- Work collaboratively with all CF/CIS staff to maintain a positive image.
- Attend trainings when required and funding is available.
- Understand and demonstrate the mission and goals of CF/CIS.
- Communicate regularly with the Executive Director
- Protect sensitive information and maintain confidentiality.
- Provide all paperwork and reports needed to CF/CIS
- Attend and participate in all CF/CIS staff functions including staff meetings.
- Cross train, share information and communicate with all applicable staff.
- Other duties, as assigned.

### **Education and Qualifications**

- Minimum of a Bachelor's degree required, preferably in finance, accounting, general business, public affairs/nonprofit administration, or a related field.
- Minimum two years of supervisory or managerial experience, preferably in the non-profit and/or administrative field
- Minimum of two or more years of experience in financial management, as well as experience as an office coordinator/administrative assistant
- Alternatively, an equivalent combination of education, training, and experience will be considered.
- Background check required.