

**Position:** Finance Director**Reports to:** Co-Executive Director, Finance & Administration**Classification:** Full-time, exempt from FLSA

**Position Summary:** The Finance Director is responsible for managing all financial operations of Compass Center, including day-to-day accounting, payroll, budgeting, financial reporting, grant financial management, and compliance. This position plays a key role in ensuring financial transparency, accuracy, and sustainability across all organizational activities. The Finance Director collaborates closely with the Co-Executive Directors, Grants Manager, program staff, and board to maintain fiscal health and advance Compass Center's mission.

**Work Conditions:** Hybrid work from home and in-office in Chapel Hill. Extended periods of sitting and computer use, and occasional lifting up to 20 pounds. Evening or weekend hours may be required to meet deadlines.

**Benefits:** 100% paid health, vision, dental insurance (no employee contribution required). ~5 weeks paid time off, additional paid day off each month, 14 paid holidays per year. Paid parental leave, safe leave (domestic violence/sexual assault/stalking) and short-term disability benefits. Option to participate in 403(b) Retirement Plan.

**Salary:** \$75,000

## Essential Job Duties and Responsibilities

### Financial Operations & Accounting

- Manage the organization's day-to-day accounting operations, including accounts payable, accounts receivable, bank reconciliations, expense allocations by grant and program, and general ledger maintenance.
- Perform month-end and year-end close processes, including reviewing and recording adjusting journal entries, balance sheet reconciliations (prepaids, accrued expenses, fixed assets, investments, endowments, earned and deferred revenue, depreciation, in-kind activity, and net asset classifications), and financial schedules.
- Maintain accurate and complete financial records in accordance with GAAP and nonprofit accounting standards.
- Manage treasury operations and maintain accurate cash position reporting.

### Payroll

- Process bi-monthly payroll through Gusto for hourly and salaried employees, including off-cycle and bonus runs; maintain accurate time tracking and funding source coding.
- Record payroll entries in QuickBooks Online and remit 403(b) contributions to the plan provider each pay cycle.

### Grant Financial Management

- Manage the financial administration of Compass Center's grant portfolio, including expense tracking, budget monitoring, burn rate analysis, and preparation of grant tracking spreadsheets.
- Build and submit grant reimbursement and drawdown packages, including assembling supporting documentation, creating cover sheets with page-level mapping, and ensuring compliance with each funder's format and documentation requirements.
- Coordinate timesheet collection and ensure time-and-effort documentation meets funder requirements; maintain Excel-based allocation worksheets to support payroll charges and reimbursement requests.
- Enter grant invoices into grantor portals, track reimbursement status through payment, troubleshoot returned reports, and maintain organized, audit-ready electronic grant files.
- When staffing changes occur, lead the reallocation and redistribution of grant funding splits and update tracking templates accordingly.

## Budgeting & Financial Reporting

- Develop and manage the annual budget in collaboration with the Co-Executive Directors and program leadership; prepare and maintain cash flow projections and financial forecasts.
- Prepare standard and custom financial statements, including the Statement of Financial Position, Statement of Activity (overall and by grant/program), aging reports, and comparison reports for review by the Co-Executive Director of Finance & Administration.
- Prepare financial reports, dashboards, and board reporting packages for presentation by the Co-Executive Director to the board of directors and Finance Committee.
- Provide financial analysis and recommendations to support program planning, grant applications, and organizational sustainability.

## Compliance, Audit & Internal Controls

- Ensure compliance with all applicable federal, state, and local regulations, including government grant compliance expectations such as allowability documentation, time-and-effort reporting, and audit-ready file standards.
- Maintain and strengthen internal controls, procedural documentation, and operational workflows to support compliance, efficiency, and audit readiness, in coordination with the Co-Executive Director of Finance & Administration, who retains ownership of fiscal policy.
- Coordinate with tax accountants, auditors, investment professionals, and financial advisors to support the annual audit, 990 preparation, and Form 5500 processes, under the direction of the Co-Executive Director of Finance & Administration.

## Administration

- Collaborate with administrative and program staff to support Compass Center's strategic plan, with focus on fiscal sustainability and operational efficiency.
- Attend staff, program, finance, and other meetings as necessary; participate in agency-wide responsibilities as needed, including office coverage, bank deposits, and occasional evening or weekend commitments.
- Other activities as assigned by the Co-Executive Directors.

## Qualifications

- Minimum of five years of experience in nonprofit financial management, including accounting, budgeting, and grant fiscal administration.
- Demonstrated experience with government grant reimbursement processes, compliance documentation, and audit preparation.
- Strong proficiency in Excel and experience with accounting software (QuickBooks Online preferred) and payroll platforms (Gusto preferred).
- Excellent analytical, communication, and organizational skills, with the ability to manage multiple concurrent deadlines under minimal supervision.
- Bachelor's degree in accounting, finance, business administration, or a related field preferred, or an equivalent combination of education and relevant experience.

*We actively encourage diverse candidates to apply, especially those who are Black and/or Indigenous People of Color, Women and gender minorities, people with lived experience of domestic violence and/or housing instability and people with disabilities and/or neurodivergence. Compass Center provides equal employment opportunities to all employees and applicants for employment without regard to race, ethnicity, color, religion, age, gender identity or expression, sexual orientation, disability, appearance, class, body size, partnership status, parenting and/or pregnancy status, genetic information, national origin, or veteran status.* **To apply:** Send a cover letter, resume, and three professional references to [employment@compassctr.org](mailto:employment@compassctr.org) and include the job title in the subject line. No phone calls please. Applications will be accepted until the position is filled.