

FINANCE MANAGER

Job Description

**Wilson County Partnership for Children**

**Job Statement**

Under the direction of the Executive Director, the Finance Manager is responsible for performing the accounting and contract management functions for the Partnership.

# **Accounting Management**

1. Prepare all administrative and services expenditures for payments, and maintains all necessary accounting invoices and records.
2. Perform coding of invoices and source documentation.
3. Review all journal entries.
4. Assist in audit preparation including preparation of audit schedules.
5. Prepare and submit all required fiscal reports to all funders.
6. Maintain fixed assets list.
7. Ensures the implementation of MAC accounting and finance policies and procedures in a timely manner.
8. Maintains MIP security and user account.
9. Prepares the year-end close and audit package for NCPC and NC Pre-K as required.
10. Assist the Executive Director with budget management and preparation of special fiscal reports.
11. Prepare periodic finance reports for Board of Directors.
12. Support the Treasurer as needed.
13. Communicate regularly with all funders and State Auditors to ensure accounting and contracting compliance.
14. Update procedures manual regularly to reflect detailed instructions for each task performed for all funding sources.
15. Other tasks as needed for effective accounting management.
16. Prepare annual financial statements, footnotes, and schedules for the Wilson County Partnership for Children.

# **Contracts Management**

1. Prepare all Direct Service Provider (DSP), North Carolina Pre-K, and Professional Services contracts and contract packages for each agency or individual following all relevant federal, state and/or local guidelines.
2. Review executed contracts and budgets for accuracy.
3. Monitor all contract expenditures for accuracy.
4. Process monthly Financial Statement Reports (FSR).
5. Process budget changes, amendments and revisions for DSPs and NC Pre-K sites.
6. Coordinate amendment packages, check for accuracy and submit to NCPC.
7. Assist DSPs to provide accurate budget and activity information when necessary.
8. Process monthly and final payments to all contractors.
9. Assist in assignment of general ledger account numbers to DSP budget expenditures.
10. Work with all contractors to determine funds to be reverted throughout the year and at year end.
11. Maintain files and information to process Quarterly FSRs to be submitted to NCPC.
12. Visit programs for a monitoring visit at least once each year. Monitor programs more often if necessary. Prepare reports according to contract manual.
13. Provide technical assistance and training as needed to all DSPs to ensure compliance with state regulations and required reporting.
14. Maintain all fiscal records for all funders and the Partnership.
15. Participate in activities of the Partnership that include, but are not limited to, Board meetings, allocation meetings, contract reviews, events sponsored by the agency, trainings sponsored by NCPC or other trainings deemed important to the function of the job.
16. Represent the Partnership to the community in a positive and appropriate manner.
17. Provide DSS (Healthy Families America) Financial Monitoring for direct services providers.
18. Any other projects, tasks or assignments considered necessary for contracts management.
19. Maintains a high level of confidentiality as it relates to the business of Wilson County Partnership for Children.

# **Human Resources**

1. Maintain employee benefit plans.
2. Prepare bi-weekly payroll process.
3. Transmit monthly retirement plan contributions.
4. Prepare quarterly benefits reconciliation.
5. Prepare quarterly payroll projections.
6. Review benefit plans annually, including bidding.
7. Reconcile timesheets to actual payroll and ensure they meet all audit requirements.
8. Prepare schedules for annual audit, as requested by the state auditors.
9. Prepare payroll-related schedules for annual Form 990 tax return quarterly.
10. Reconcile the general ledger to Form W-2s prepared by the outside payroll service.
11. Prepare annual Workers Compensation Payroll Report.

**Qualifications:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Specific requirements:**

1. Education and/or Experience: A 4-year degree in Business Administration with Marketing/Accounting or related field from a college or university and four to ten years related experience; non-profit, government experience preferred, fund accounting experience and MIP accounting software experience preferred. CPA or advanced degree preferred.
2. Experience with Abila Software.
3. 3-5 years of experience working in finance at a Smart Start Partnership.
4. Contract management skills. Knowledge of bookkeeping and auditing functions.
5. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
6. Ability to set priorities, meet deadlines, follow-up and plan the workflow.

4. Knowledge of and experience with state and local government budget, finance and/or accounting procedures, including North Carolina state practices.

5. Detail-oriented with excellent organizational skills.

6. Effective communication skills with diverse populations.

7. Computer skills that include excellent spreadsheet and database and word processing skills. Ability to use or learn to use Email and Internet/intranet applications.

8. Ability to read, analyze, and interpret financial reports, professional journals, government regulations and legal documents. Ability to write reports and correspondence. Ability to answer questions posed by top management officials, public or community groups, and/or Boards of directors.

Position Status: Permanent full-time position.

Classification: Exempt

Salary Range: TBA

EMPLOYER’S RIGHTS: This job description is general and illustrative of the kind of duties required of this position. It is not exhaustive and does not contain a detailed description of all the duties that may be assigned to the incumbent occupying this position.

**WILSON COUNTY PARTNERSHIP FOR CHILDREN**

**JOB DESCRIPTION ACKNOWLEDGEMENT AND UNDERSTANDING**

This serves as an acknowledgement that I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ have

read my duties, responsibilities, essential functions, knowledge, skills, and abilities and

understand what my role is as a staff member. I also understand that this job description is

general and illustrative of the kind of duties required of this position. It is not exhaustive and

does not contain a detailed description of all the duties that may be assigned to me as an

employee occupying this position.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Employee Name Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Executive Director’s Signature Date