

Finance Director

Position Overview:

North Raleigh Ministries (NRM) equips families and individuals in crisis with the resources and skills they need to achieve stability. This is accomplished through various evidence-informed and community-based programs that aim to position both individuals and families for thriving and robust lives - lives marked by hope, purpose, community, and well-being. The Finance Director is an integral member of the core leadership team at NRM and focuses on the planning, directing, managing and oversight of a complex and multifaceted financial framework for a large nonprofit with both a social service and retail wing. The position will serve as the nonprofit financial content area expert and as such will remain informed of an ever changing and evolving set of nonprofit industry standards regarding the administration of finances and how they might impact the inner workings and protocols of NRM. The position is also charged with leveraging well-rounded strategy, leadership, communication, administrative, and coordination skills to guide a comprehensive finance division. This full-time (40 hour/week), exempt position reports directly to the Associate Executive Director of NRM.

Position Responsibilities:

- Accounting Oversight
 - Supervises a part time bookkeeper and is responsible for ensuring the accurate and timely processing of all payables and receivables
 - Develops and refines organizational financial policies and procedures to ensure efficient and effective accounting operations
 - Collaborates with the operations team regarding earned revenue oversight and reporting
 - Provides management for the full time equivalency allocations for the organization.
 - Exercises primary oversight for coding both income and expenses in accordance with the organization's accounts and classifications
 - Provides grant budget tracking, financial management, and reporting
 - Collaborates with departmental directors regarding earned income reports, W-2s, workers comp, benefits audits, etc.
 - Ensures accuracy of annual property leases increases and monitors CAM +T adjustments to ensure compliance with property leases for the Thrift Shoppes
 - Documents payroll records per appropriate allocation worksheets and records in online financial management system
- Asset Management
 - Develops and maintains an accurate asset recording system and reconciles it monthly
 - Ensures appropriate depreciation schedules are recorded and maintained
 - Reconciles in-kind inventory for thrift goods and food pantry
 - Oversees real property asset management at the Crisis and Development Center
- Financial Compliance
 - Provide compliance oversight and implementation of financial policies, procedures, and internal controls, including proper separation of duties and adherence to Generally Accepted Accounting Principles (GAAP), Financial Accounting Standards Board (FASB), and local, state, and federal regulations.
 - Stays informed of payroll changes that impact nonprofits and adapts strategies to meet them
 - Develops and manages Document Retention Policies & Procedures based on government regulations and best practices.
- Audit, Tax, Investments and Cash Flow
 - Manages the sales tax monthly payment and the biannual sales tax refund process
 - Oversees annual property tax reporting for Thrift Shoppes and Crisis and Development Center
 - Manages and administers 1099s and collaborates with the human resources team to ensure W2 distribution
 - Guides and administers the 990 preparation, review and submission process
 - Carefully tracks and monitors all operating and investment bank accounts as well as transfers between accounts
 - Direct PayPal account management
 - Tracks and manages organizational CDs and CDARS tracking/renewal option monitoring
- Reconciliations
 - Reconciles all organizational accounts (operating, money market savings)

- Reconciles all digital payment systems (Paypal and Neon)
- Reconciles CDs and CDARS upon renewal or cash out
- **Budget Administration**
 - Drive and monitor the annual budget process, working with team members to identify operating expenses, capital expenditures, and contracts and grant budgets
 - Consults with Executive Director and/or Associate Executive Director on budget preparation process, timeline, and approval
 - Prepares grant budgets as needed
 - Participate in and provide staff support to the Finance Committee of the Board of Directors. Presents monthly financial reporting to the Finance Committee of the Board of Directors.
- **Reporting**
 - Manages the monthly closing financial reporting
 - Provides monthly reporting oversight for departmental budget to actuals for department leads
 - Administers monthly financial reporting for the Executive Director and Finance Committee

Position Qualifications:

- Model and live out the NRM core values: compassion, accountability, respect, and education
- Minimum Education: bachelor's degree in finance, accounting or a related field
- 5 years of progressive experience in accounting and/or financial management or oversight
- Strong command of policies, procedures, principles, controls, methods, and techniques of financial management
- Strong understanding of, and extensive professional experience, with accounting/GAAP principles, particularly for nonprofit organizations, as well as, budgeting, forecasting and government grants and contracts
- Proven ability to express strategy, analysis, and recommendations clearly and concisely, both orally and in writing
- Efficient and seasoned user of QuickBooks Online and proficient in Microsoft Excel.
- The ability to work effectively with a diverse group of people and the ability to represent and have an understanding of NRM's mission and vision
- Ability to lead and guide committee level strategy and work

Other Details

- Job Classification: Exempt
- Hours: Typically, M-F, 9:00 AM – 5 PM with additional attendance at some organizational functions, specifically evening board, and financial committee meetings
- Salary is commensurate with experience. Benefits include medical, life insurance, short and long-term disability insurances, retirement plan, accrued vacation and sick time and 10 paid holidays.

NRM Statement of Faith:

We believe the Bible to be the inspired, unfailing, unique, authoritative Word of God. We believe that there is one God, eternally existent in three persons: Father, Son, and Holy Spirit. North Raleigh Ministries employees and Board Members are expected to pursue a personal and authentic relationship with Jesus Christ and to live and conduct business in a Christ-like manner.