



## FT Finance & HR Manager Job Description

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**Job Title:** Finance and HR Manager

**Department:** Administration

**Reports To:** Executive Director

**Work Schedule:** Monday – Friday, 8:30 AM to 5:30 PM

**Employee Type:** Full-Time

**Travel Required:** 10%

**Exemption Status:** Exempt

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### **Position Summary:**

The Finance and HR Manager plays a critical role in ensuring the efficient financial and human resource operations of **Oak City CARES**, a nonprofit organization that connects individuals and families at risk of or experiencing homelessness with coordinated services. This position is responsible for day-to-day financial processes including accounts receivable (AR), accounts payable (AP), monthly reconciliation with an external accounting firm, grant invoicing, and onsite HR management, including serving as a liaison with a Professional Employer Organization (PEO) for payroll and HR administration.

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### **Key Responsibilities:**

#### **Finance (60%)**

- Manage all aspects of **accounts payable and receivable**, ensuring timely and accurate processing of invoices and receipts.
- Maintain detailed records of all financial transactions in QuickBooks Online.
- Prepare and submit timely **monthly reconciliation documentation** to the external accounting firm; assist in resolving discrepancies.
- Coordinate with the external accounting firm on **month-end and year-end closings**.
- Maintain compliance documentation to support audits and grant reporting.
- Prepare and submit timely **monthly grant-related invoices and financial reports** in accordance with funder requirements.
- Support the preparation of internal and board-level financial reports.

#### **Payroll & HR Administration (35%)**

- Manage all internal aspects of Human Resources for the organization, coordinating with the PEO and involving the Executive Director when necessary.



- Manage the organization's **bi-weekly payroll process** in conjunction with the PEO, including timesheet collection, PTO tracking, and benefits administration.
- Manage 403b administration and compliance.
- Manage **employee onboarding and offboarding** processes, maintaining accurate and compliant employee records.
- Act as primary onsite point of contact for employee benefits, workers' compensation, and HR policy or compliance questions, involving the Executive Director as needed.
- Manage **annual benefits enrollment** and HR communications.

### **Administrative Support (5%)**

- Assist the Executive Director with **Board Finance Committee preparation** and meeting minutes.
- Attend internal and community meetings as assigned.
- Perform other duties related to the financial, HR and administrative operations of the organization, as assigned.

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### **Qualifications:**

- **Education:** A minimum of an Bachelor's Degree in Finance, Accounting, HR or related field required.
- **Experience:** 1–3 years of bookkeeping and HR or office management experience (in a nonprofit environment preferred).
- **Technical Skills:**
  - Proficiency in Microsoft Excel, QuickBooks Online, Microsoft Word, and general office software.
  - Knowledge of and/or proficiency in HRIS and payroll software systems.
  - Strong written and verbal communication skills.
- **Other Requirements:**
  - Valid NC Driver's License and a working personal vehicle for occasional business use.
  - Authorized to work in the U.S.
  - Commitment to the mission of Oak City Cares: making homelessness rare, brief, and non-recurring.

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### **Additional Qualities:**

- Strong attention to detail and time management skills.
- Ability to handle confidential information with a high level of discretion.
- Capable of working both independently and collaboratively.
- Adaptable and proactive in a dynamic environment.

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