



Finance Coordinator

The Public School Forum of North Carolina seeks a Finance Coordinator to support the day-to-day financial administration of the organization. This position will report to the Finance Manager and will work closely with the Director of People & Operations and Development team to ensure accurate financial processing, grant administration, and organizational internal controls.

This full time position would be ideal for an experienced accounting professional who is highly organized, detail-oriented, and comfortable working in a fast-paced, nonprofit environment. The ideal candidate will demonstrate strong organizational and interpersonal skills, meticulousness, and the ability to support multiple operational priorities while maintaining accuracy and confidentiality.

Primary Job Responsibilities

Payroll, Accounting & Financial Administration

- Ensure compliance with GAAP, grant requirements, and organizational policies.
- Maintain payroll records and ensure compliance with wage and hour regulations.
- Meticulously manage accounts payable and receivable, credit card reconciliations, expense reimbursements, and day to day bookkeeping.
- Assist with sales and use tax claims for refunds and filings with the state.
- Assist with monthly financial reconciliations, yearly audits, and daily fraud oversight processes.
- Assist with financial reporting and special finance projects.
- Maintain financial records in an organized and audit-ready manner.
- Work with development to ensure accuracy between finance and gifts systems, as well as fund receipts.
- Communicate with staff, vendors & external partners in a clear and professional manner.

Required Qualifications

- Two to four years of experience and responsibility for reconciliations, reporting, grants, payroll support and accounting systems.
- Strong knowledge of GAAP and nonprofit financial reporting standards.
- Experience with federal, state, and private grants management, compliance, and audit processes.
- Highest standards of integrity, judgment, and confidentiality.



- Experience in nonprofit accounting, finance, business administration, or related field required; Bachelor's degree preferred.
- Knowledge of payroll processing, experience with Paylocity is a plus.
- Proficiency with QuickBooks Online, Google Workspace, and Microsoft Office, including strong Excel skills.
- Martus or other FP&A software experience is a plus.
- Alignment to the mission, vision, and core values.

Core Competencies

- Attention to Detail and Accuracy
- Flexibility and Ability to Swiftly Problem Solve
- Ability to Uphold Confidentiality and Professional Judgment
- Non-profit Financial Management and Payroll Administration Knowledge
- Organization and Process Management Skills
- Communication and Employee Support

Compensation and Benefits

This is a full time position with an annual salary range of \$52,000 - \$60,000, dependent on experience. The latest start date for this position is November 2, 2026. The Public School Forum offers the following benefits: competitive compensation commensurate with experience, a generous 401K retirement plan, personal leave, parental leave policy, 10 paid holidays in addition to the week between Christmas and New Year's, and a shortened summer work week from Memorial Day to Labor Day, term life insurance, and employer sponsored group health insurance with access to dental, vision, short and long term disability plans. The Public School Forum of NC is a 40+ year old nonprofit organization that is primarily grant funded, and not a state employer. The Forum fosters a welcoming, diverse and inclusive culture.

This is a hybrid role and the Finance Coordinator is required to be in the Forum's Cary based office once a week, in addition to select meetings and events. Background check required for employment.

How to Apply

Interested candidates should submit a resume and cover letter to jobs@ncforum.org with the subject line "**Finance Coordinator.**" We recommend applying early as job posting may close if a significant amount of qualified applications are received. A background check is required for employment.



About the Public School Forum of NC

For more than 40 years, the Public School Forum of North Carolina has worked with partners across the state to advance equitable educational opportunity and support public education through research, policy analysis, and innovative programs. In addition to its education research and policy work, the Forum is home to the NC Center for Afterschool Programs (NC CAP), the North Carolina Center for Resilience and Learning, and the Dudley Flood Center for Educational Equity and Opportunity (Flood Center).

Equal Opportunity Employer

It is the policy of the Public School Forum to provide equal employment opportunity (EEO) to all persons regardless of age, color, national origin, citizenship status, physical or mental disability, race, religion, creed, gender, sex, sexual orientation.