



Finance Manager – The Scrap Exchange (Durham, NC)

Field	Detail
Position	Finance Manager
Location	On-Site - Durham, NC
Reports To	Executive Director
Direct Reports	None
Pay Band	\$70,000-\$80,000 annually

About the Scrap Exchange

The Scrap Exchange is a nonprofit based in Durham, NC, dedicated to **promoting creativity, environmental awareness, and community through reuse**. Since its founding in 1991, the organization has grown into one of the largest and longest-running creative reuse centers in the United States, serving artists, educators, and community members through a combination of retail operations, educational programming, and partnerships. [OBJ]

The organization operates multiple interconnected business lines - including reuse retail, programs and outreach, gallery and artist marketplace spaces, and creative services - supported by an annual operating budget of approximately \$2.7 million. In addition, The Scrap Exchange owns and stewards the Reuse Arts District, a 12+ acre campus of nonprofit and mission-aligned tenants, with property operations managed in partnership with a professional property management firm. [OBJ]

Through this integrated model, The Scrap Exchange converts waste into creative resources while expanding equitable access to arts, environmental learning, and community-centered spaces.

We are seeking a **Finance Manager** to oversee our financial operations, ensure compliance, and support our mission-driven work.

Position Overview

The Finance Manager will manage The Scrap Exchange's financial health by overseeing bookkeeping, payroll, budgeting, financial reporting, and internal controls. This role requires strong financial acumen, attention to detail, and a commitment to nonprofit financial management best practices.



Key Responsibilities

Financial Management & Reporting

- Oversee **day-to-day financial operations**, including accounts payable/receivable, bank reconciliations, and cash flow management.
- Prepare accurate and timely **financial reports**, including profit and loss statements, balance sheets, and cash flow statements.
- Develop long-range **financial forecasts and analytical models** to assess the financial viability and profitability of all interconnected business lines (retail, education, creative services).
- Draft, monitor and enforce **financial policies and procedures** to ensure compliance with nonprofit regulations and best practices.
- Review and manage the financial reconciliation for the **Reuse Arts District property operations**, working in collaboration with the professional property management firm.
- Work closely with the Executive Director and Board of Directors to provide **financial insights and recommendations**.

Payroll & Compliance

- Process **payroll**, ensuring accuracy in wages, benefits, and tax compliance.
- Maintain **records** for employee benefits, retirement plans, and tax filings.
- Manage the financial administration, tracking, and reporting for all restricted and unrestricted **grants**, ensuring accurate expenditure alignment with grant terms and deadlines.
- Ensure **compliance** with all federal, state, and local tax laws, including 501(c)(3) nonprofit requirements.
- Support **audit preparation** and respond to financial inquiries from auditors, grantors, and regulatory agencies.

QuickBooks & Systems Management

- Serve as the primary system administrator for all financial software (QuickBooks) and integrated business applications (e.g. Rippling, Square, Atlassian), managing user access and system integrity.
- Train and support staff on financial processes and QuickBooks usage as needed.
- Maintain organized financial records and documentation for easy accessibility and compliance.

Internal Controls & Cash Handling

- Implement financial internal controls to safeguard assets and prevent fraud.
- Ensure policy adherence to best practices for cash handling, ensuring accountability and security in daily transactions.
- Provide training to staff on financial policies and procedures.

Qualifications

- Bachelor's degree in Accounting, Finance, or related field, or equivalent work experience.
- Minimum of 3-5 years of experience in financial management, preferably in a nonprofit setting.



- Proficiency in QuickBooks Online, payroll systems, and financial reporting software.
- Strong understanding of nonprofit financial regulations, grant compliance, and tax reporting.
- Experience developing and enforcing internal controls and financial procedures.
- Excellent analytical, organizational, and problem-solving skills.
- Ability to communicate financial concepts to non-financial staff and leadership.
- Passion for sustainability, creative reuse, and the mission of The Scrap Exchange.

Preferred Qualifications

- CPA, CMA, or other financial certification.
- Experience working with nonprofit boards and grant accounting.
- Familiar with fundraising, donor management, and nonprofit revenue streams.

Benefits & Compensation

- Competitive salary based on experience.
- 403(b) retirement plan.
- Health, dental, and vision insurance options.
- Paid time off and holidays.
- Professional development opportunities.
- A collaborative and mission-driven work environment.

How to Apply

Interested candidates should submit a resume and cover letter to emily@scrapexchange.org with the subject line "**Finance Manager Application – [Your Name]**". Applications will be reviewed on a rolling basis until the position is filled. Join The Scrap Exchange and be part of a team making a lasting environmental and community impact!