



## POSITION DESCRIPTION

Children's Advocacy Centers of North Carolina provides services to Children's Advocacy Centers across North Carolina and to professionals investigating and treating child abuse. The mission of CACNC is to develop, train and sustain high quality Children's Advocacy Centers (CACs) and Multi-disciplinary Teams (MDTs).

---

Position Title:	Finance Manager (Non-profit)
Supervised By:	Director of Compliance & Training
Job Purpose:	To be responsible for the financial operations of CACNC to include accounting, grant budgeting/reporting and fund development.
Requirements:	Bachelor's Degree in Accounting or Finance; 5 or more years of experience in nonprofit accounting preferred; must be proficient in QuickBooks and Microsoft Office applications; proficiency in developing and managing budgets; ability to develop and implement progressive fiscal policies; experience with completing all aspects of federal and state grants; experience with completing annual and federal single audits; ability to work a flexible schedule; ability to travel as needed; ability to evaluate and develop annual funding strategies; excellent written and verbal communication skills;
Additional Details:	Full-time (40 hours per week); Worksite location is home-based in NC, with possible monthly travel; CACNC full-time benefit package includes: health insurance, paid annual leave (PAL), and 5% retirement (non-contributory) .

---

**Responsibilities and Accountabilities:**

1. Manage and assist the bookkeeping process including A/P, A/R, payroll, bank deposits, credit card reconciliations and bank reconciliations. Includes coding both revenues and expenses to proper G/L accounts
2. Maintain general ledger and reconcile accounts on a monthly basis
3. Prepare monthly financial reports and additional reports as needed
4. Assist external auditors in the preparation of the annual audit to include federal single audit
5. Work in collaboration with the Executive Director to plan, develop, implement, and update the annual budget, strategic plan, and fund development plan for CACNC
6. Identify and cultivate individual, foundation, corporate and governmental relationships for the purpose of generating funds to the organization
7. Obtain and compile grant revenue, expenses, and statistics for submission of timely grant reports
8. Assist the Executive Director, CACNC staff or contractual accounting service provider as needed

Date: 8/2020

CHILDREN'S ADVOCACY CENTERS OF NORTH CAROLINA, INC IS AN EQUAL OPPROTUNTIY EMPLOYER