

SMART START OF NEW HANOVER COUNTY  
**FINANCE DIRECTOR**  
JOB DESCRIPTION

**Job Title:** Finance Director  
**FLSA Status:** Exempt  
**Reports to:** Executive Director

**Summary:**

The Finance Director oversees all financial aspects of the organization including the general accounting systems, maintenance of all fiscal controls and standards set forth by SSNHC and the North Carolina Partnership for Children (NCPC); the preparation and management of budgets, and the fiscal monitoring of direct service providers. The FD serves as the initial contact with financial institutions, oversees employee benefit administration, and provides accurate and timely financial information to the executive staff, officers, auditors, NCPC and Board of SSNHC.

**Essential Duties:**

- Perform a broad range of duties to develop or enhance Smart Start's mission and relationships in the community as defined within the contractual agreement and approved by State of North Carolina;
- Regulate, supervise and implement a timely, full and accurate set of accounting records reflecting all its activities in a manner commensurate with the relevant legislation, regulations and SSNHC Fiscal Policies and Procedures;
- Implement continuous financial audit and control systems to monitor the flow of funds, the adherence to the budget, the expenditures, the income, and other budgetary items;
- Regularly prepare and present financial statements and analysis of agency financial status to the Executive Director, Finance Committee, and Board of Directors and alert the Executive Director and/or Board of Directors of any irregularity, lack of compliance, or problems whether actual or potential concerning financial operations, audits, budgets, or other financial matters;
- Comply with all reporting, accounting and audit requirements utilizing the Contracts Management System as required by the state;
- Supervise support staff, as assigned, promoting teamwork, responsibility, and dedication;
- Monitor all Direct Service Provider budgets and individual in-house program budgets to ensure compliance with policies and procedures, quality control and the accuracy of financial records;
- Confirm and review cash availability for process of payments in a timely and regular fashion; ensuring compliance with cost principles of SSNHC and NCPC;
- Oversee all aspects of payroll and employee benefits administration.
- Serve as the primary fiscal liaison between the auditor, NCPC fiscal monitors and the agency; Serve as primary contact and coordinator of for the Multi-Partnership Accounting and Contracting (MAC) site;
- Work with Staff and the Allocation Committee in the development of an annual budget proposal for SSNHC;

- Work directly with Executive Director and other managers in the preparation and management of program budget
- Serve as staff liaison to Board Committees, as assigned;
- Perform any other duties as assigned.

**Education:**

Bachelor's Degree in Finance, accounting or business; or an equivalent combination of education and experience.

**Experience:**

Five years of experience in financial management and human resource services; and experience working with nonprofits, grants and cost-allocation systems desirable.

**Knowledge, Skills and Abilities:**

Ability to develop accurate financial reports and communicate important financial data effectively; in-depth understanding of practices, techniques, and procedures used in nonprofit accounting; understanding of labor and employment laws; mathematical computation and record-keeping abilities; and computer competency using Microsoft Office, Excel, accounting programs and internet usage.

Organizational and supervisory skills along with the capacity to maintain effective oversight of several projects and tasks required. Oral and written communication abilities; interpersonal skills and ability to remain calm and pleasant under pressure and deal effectively with interruptions; ability to establish and maintain effective working relationships with community members, staff, board, and volunteers required. Demonstrated skills of leadership, initiative, problem-solving, and creativity; ability to work independently and with others; ability to maintain confidentiality.

**Physical Requirements:**

Ability to meet the daily duties involved with job that may include sitting or standing for long periods; computer keyboarding, and lifting of up to 25 pounds.

**Mental Requirements:**

Attention to detail and ability to concentrate with some interruption; and requires normal mental capacity and adaptability.