

# OUTER BANKS COMMUNITY FOUNDATION

## Part-Time Finance Manager

The Outer Banks Community Foundation is now accepting applications for a part-time finance manager. This established position handles all of the Community Foundation's financial functions, including all bookkeeping and accounting functions, all financial reports, tax filings, cash management, and payroll. S/he also works with the executive director to create and monitor the Community Foundation's annual operating and grants budgets.

We are looking for applicants with exceptional attention to detail, a high degree of professionalism, experience in nonprofit bookkeeping and accounting, and strong database skills. The ideal candidate is resourceful, meticulous, and committed to excellence. Most of all, we're looking for someone who is passionate about making a positive difference for the Outer Banks by ensuring the financial health of our Community Foundation.

To apply, please email your résumé and cover letter in PDF format to [LCosta@obcf.org](mailto:LCosta@obcf.org). Please specify "Finance Manager" in the subject line of your email. For priority consideration, please submit your application by February 15, 2020. For more information, visit our website at [www.obcf.org](http://www.obcf.org). Please, no phone calls.

### Position Responsibilities

- Processes all financial transactions, maintains the general ledger, and prepares and enters all journal entries within Community Pearl, the Community Foundation's accounting software and constituent database (built on an MS Access platform).
- Working with development staff, enters gifts and processes donations on a bi-weekly basis (or weekly, if necessary).
- Reviews all grant reimbursement requests, serving as the financial point of contact for all grantees. Performs due diligence and expenditure responsibility for grant requests.
- Processes vendor payments, grant and scholarship payments, and all other accounts payable. Writes checks bi-weekly.
- Processes bimonthly payroll through QuickBooks, and manages medical insurance, paid time off, SIMPLE IRA, and other employee benefits.
- Processes employment documents for new employees, including payroll withholding, I9 documentation, and NC new hire reporting.
- Monitors account balances to ensure policy compliance and adequate cash flow.
- Reconciles all monthly financial statements, including credit card, checking account, money market, and investment statements.
- Allocates investment gains/losses, fees, and dividends across invested funds.
- Prepares monthly, quarterly, and annual financial reports, including balance sheets, fund statements, fund balance summaries, revenue/expense reports, and budget reports.

- Prepares biannual NC sales tax refund requests, quarterly federal and annual NC payroll tax forms, and annual W2s and 1099s.
- Calculates and processes annual fund fees and endowment fund spendables.
- Works with the executive director to create the Community Foundation's annual operating budget, as well as periodic budget forecasts throughout the year.
- Assists the executive director in analyzing the financial sustainability of the Community Foundation. Prepares historical and forecast data reporting as needed.
- Manages donor, grant, and scholarship database. Develops and ensures high data quality standards in the database. Develops and generates customized donor and grant reports.
- Facilitates the annual audit and the preparation of the Annual Form 990, providing all reports and other documents requested by auditor. Prepares fund-level spreadsheets for the auditor, including a separate accounting for hybrid and agency funds, in compliance with FASB 136.
- Generates fund statements for donors on an annual basis and upon request.
- Provides staff support for the Community Foundation's treasurer, and investment and finance committee. Helps to develop the agenda, provide appropriate materials, and record meeting minutes.
- Reviews financial policies, investment policies, and internal controls with the finance committee annually, and ensures proper internal controls are followed by staff.
- Works with the executive director to research and draft new financial policies, ensuring compliance with National Standards for Community Foundations.
- Serves as liaison with investment manager(s). Monitors invested accounts and performance reports, and ensures that investment policies are being followed.
- Performs other financial and database duties as assigned by the executive director.
- Upholds and promotes the mission and values of the Community Foundation.

#### Position Requirements

- Bachelor's degree in accounting, finance, and/or business.
- At least three years' experience performing bookkeeping and accounting duties, with a strong preference for nonprofit accounting skills.
- Strong computer skills, with proficiency in Microsoft Outlook and Word, and advanced skills in Microsoft Excel.
- Thorough knowledge of modern office practices and procedures.
- Exceptionally keen attention to detail, and exceptional skills in checking data for accuracy.
- Good written and interpersonal communication skills, with a commitment to providing a high level of customer service to board members, donors, nonprofits, and the general public.
- Ability to understand, interpret, and apply pertinent policies and procedures clearly and accurately.

- Ability to learn and use the software programs used by the Community Foundation (e.g., Community Pearl).

#### Preferred Skills

- Database skills, with a strong preference for skills and experience in Microsoft Access.
- Experience managing payroll and benefits.
- Advanced knowledge of fund and nonprofit accounting.
- Nonprofit bookkeeping experience—better yet, community foundation experience.
- Experience with QuickBooks payroll and/or Community Pearl.

#### Essential Personal Qualities

- Ability to manage multiple priorities and deadlines.
- Ability to work successfully as part of a team as well as assume independent responsibility.
- A high degree of flexibility in order to achieve the Community Foundation's objectives and meet its demands/needs, in light of a small staff.
- Personal initiative, including the ability to proactively identify tasks in need of completion.
- Commitment to and enthusiasm for the mission of the Outer Banks Community Foundation, and a passion for serving our community.
- Excellent judgment, an ability to exercise discretion and tact in difficult or confidential situations, and an ability to project a positive, professional image to the public.
- Satisfactory background check, drug test, and references.

The finance manager is expected to work 20 to 24 hours per week in the Community Foundation's Southern Shores office. Weekly hours are flexible with advance notice. Salary is \$20 to \$24 per hour.

#### About the Community Foundation

Based in a historic flat top cottage in Southern Shores, the Outer Banks Community Foundation is a 501(c)3 nonprofit charitable organization that connects people who care with causes that matter. The Community Foundation manages more than \$20 million across 190 charitable funds for individuals and agencies, awards grants to local nonprofits, administers 55 scholarship programs, and provides tailored services to help donors pursue their charitable interests. Since its inception in 1982, the Community Foundation has awarded more than \$10 million in grants and scholarships to local nonprofits and students.

The Outer Banks Community Foundation is an equal opportunity employer. It is our policy to make all hiring and other employment decisions without regard to an individual's sex, race, national origin, religion, pregnancy, marital status, sexual orientation, ethnicity, age, or physical or mental disability.