



## CAROUSEL CHILD ADVOCACY CENTER – POSITION ANNOUNCEMENT

**Position Title:** FINANCE DIRECTOR

**Reports to:** EXECUTIVE DIRECTOR

**FLSA Status:** Full-Time/Exempt

**SALARY RANGE:** \$80,000 - \$90,000

**Supervises:** Finance Coordinator(s), Bachelor's Level Interns/Service Learning/Practicum/Work Study students and/or Agency Volunteers.

**Work Schedule:** Available for a flexible schedule with regular parameters of agency business conducted: Monday-Friday from 8a-6:30p (some evening or weekend hours may apply).

**Location/Remote Work:** On-site in office at agency's offices in Brunswick, New Hanover and Pender counties, and respective catchment service community; some flexibility with occasional work from home/remote work based on organization needs.

**Travel:** Required locally (Brunswick, New Hanover & Pender), statewide and nationally to meet organizational needs.

### GENERAL STATEMENT OF POSITION DUTIES:

The Finance Director (FD) leads Carousel Child Advocacy Center's (CCAC's) financial oversight to ensure sufficient agency resources, quality stewardship, and ethical practices of grant, foundation and donor funding. Coordinates/directs day-to-day financial/accounting operations of the agency, plans/manages/amends agency budget, grant reimbursement processes, payroll, benefits management, grant/funder relationships, third-party insurances/NC Child Medical Evaluation Program (CMEP)/Medicaid/Crime Victims Compensation (CVC) billings and annual audit processes.

### Education and Experience Requirements:

- Four-year degree or higher in finance, accounting, business management, or related field.
- Five (5) years' experience in public or non-profit financial management.
- Expert experience with QuickBooks or similar accounting management.
- Intermediate experience with Microsoft Office 365.

- Successful completion of a pre-employment criminal record, sex offender registry, fingerprinting and drug screen.
- Access to reliable transportation, have a valid operator's license and proof of vehicle insurance.

Preferred Education and Experience:

- CPA and/or master's degree is preferred.
- Knowledge, training and experience with non-profit financial management.
- Prior knowledge of writing/application/management of grants.
- Prior knowledge of third-party insurance billing, Medicaid management, and/Crime Victim's Compensation claims processing and terminology.
- Cultural and linguistic competency in the Spanish language and working with Hispanic/LatinX communities.
- Current First Aid/CPR Certification.

OR

- Equivalent combination of education and experience.

Essential Job Functions:

Establish and execute the Vision, Mission and Core Values by:

- Personal qualities of integrity, credibility, and dedication.
- Excellent communication and relationship building skills with an ability to prioritize, negotiate, and work with a variety of internal and external stakeholders.
- Ensure CCAC adherence to accounting policies and accompanying procedures.
- Ensure compliance with required financial documentation per grant source, United States, North Carolina, Medicaid, and CCAC standards.
- Provide considerable tact, diplomacy, and judgment, while effectively communicating/presenting critical financial matters to the FD, ED, Leadership Team and/or CCAC Board of Directors.
- Facilitate, inform and support charter of the Finance Committee of the Board of Directors.
- Supports CCAC operations as a Leadership Team member by providing administrative structure and crisis intervention as needed.
- Maintains strict confidentiality and adheres to all HIPAA guidelines/regulations.
- Supports a culturally and linguistically competent organization through thoughts, actions and words.

Demonstrates leadership for intentional management and growth by:

- Build relationships with national, state, and local grant, vendor and foundational support liaisons.
- Provide fiscal advisement/support for CCAC Development division (planning & execution).

Builds a Finance division by:

- Interviews, hires, and supervises Finance division positions.
- Manages, trains and maintains division Team.
- Assists ED & Operations Director with human resources management.
- Develops a cohesive team.
- Facilitates support and leadership development opportunities for Finance team.

Manages financial operations by:

- Assists ED to develop, manage and direct CCAC budget ensuring adequate financial resources to meet the community needs.
- Ensures submission of grant financial data and reimbursement request reporting.
- Facilitates all aspects of annual audit processes.
- Collaborates, informs and supports CCAC's Leadership Team.

DEADLINE:

Position start date: Earliest availability. Position opened until filled.

SUBMISSION:

- No phone inquiries, please.
- Submit cover letter and resume to:  
Attn: Hiring Coordinator  
Email: [lmgray1513@outlook.com](mailto:lmgray1513@outlook.com)