



## Job Opening

### Finance Director:

Macon Program for Progress is a community action agency in far western NC. This agency is the grantee for Head Start and Early Head Start programs, as well as many other community action programs, in Macon County.

This motivated organization is seeking a Finance Director that will be responsible for all financial matters of Macon Program for Progress. This position performs complex professional and managerial administrative work in planning, organizing, and executing the financial duties of the organization in accordance with the policies, procedures and philosophy of the MPP Board of Directors.

### Essential Duties:

- Plans, organizes, and supervises the operations of the Finance Department, including disbursement and accounting of funds, preparation of payroll and maintenance of payroll time records, and cash flow planning and management.
- Oversees the financing strategies and activities as well as banking relationships.
- Supervises staff in the classifying and coding of receipts, expenditures, transfer of funds, and posting to the general ledger.
- Prepares or supervises monthly financial reports and disburses to all program heads.
- Presents financial reports to Board of Directors at MPP Board Meetings.
- Manages the computerized financial system and defines software needs.
- Monitors programs and coordinates annual operating budget, works with each program head to project revenues and expenditures while preparing budgets. Reviews budget requests for accuracy and justification of resources allocation and expenditures.
- Assists the Executive Director and Board of Directors in directing the information of financial policies and in the final preparation of the budget.
- Monitors and audits transactions and provides financial technical assistance to staff.
- Manages the receipt of all revenues; ensures the posting of all revenues and expenditures; maintains adequate cash flow.
- Serves as the primary contact for agency property, liability and workers compensation insurance programs.
- Serves as the Plan Administrator for all benefit plans and the 401K program and ensures the plans adhere to the required regulations.
- Leads the Finance team in planning and executing all financial tasks.
- Assists auditors during the annual audit of financial records, following up on findings to improve financial systems. Serves as agency contact for all financial monitoring.
- Actively participates as a member of the Macon Program for Progress Leadership Team.
- Ensures timeliness, accuracy and usefulness of monthly, quarterly, semi-annual or annual financial reports to funding sources as required.
- Responsible for identifying and all filing requirements of government returns (IRS, State, and Local) and filing returns with all authorities.
- Remains up to date on nonprofit audit best practices as well as state and federal laws regarding non-profit operations.
- Ensures the Finance Department functions are completed during employee absences.



**Education and Experience Requirements:**

- Certified Public Accountant (CPA) or, at minimum, a baccalaureate degree in accounting, business, fiscal management or a related field.
- Experience with multi-funded nonprofit organizations, state and federal grant requirements is preferred.
- Proficient oral and written communication skills.
- Ability to apply established policies and procedures related to business practices and internal control procedures.
- Ability to demonstrate a working knowledge of general accounting and budget procedures.

An EEO/AA Employer.