

PEE DEE COALITION AGAINST DOMESTIC AND SEXUAL ASSAULT

JOB ANNOUNCEMENT

FINANCE DIRECTOR

Pee Dee Coalition, a non-profit organization located in Florence, SC seeks a Finance Director. The right candidate will be experienced in non-profit or governmental accounting and be proficient in the operation of QuickBooks Pro. The Finance Director, under the direct supervision of the Executive Director, is responsible for the effective operation of all administrative and financial functions of the organization, including but not limited to the following:

RESPONSIBILITIES

FINANCIAL

- Budget Development and presentation to Board of Directors
- Fiscal Grants Management – reporting, requests for reimbursement, and budget management; compliance with all grant contracts
- Procurement. Bid Solicitation; Purchase Orders; Purchases; Receiving; Distribution. Ensure all purchases have an assigned funding source before the purchase is executed.
- Accounts Payable. Ensure the funding source, expense account, and program are correctly identified for each payable.
- Fiscal year-end projections
- Annual cash flow analysis
- Monthly financial reports
- Cash receipts, deposit preparation, checking and investment accounts, and account reconciliations.
- Cash collections via PayPal, Blackbaud, Square, and at all special events where tickets are sold.
- Payroll to include the approval of timesheets and payroll preparation by outside business.
- Audit planning including preparation of financial records and the audit internal control report
- Inventory supplies and printed materials,
- Complete billing and collections for Durant Children's Center
- Oversee utilization of QuickBooks Pro and ensure accuracy
- Maintain and revise financial policies as needed; review at least every two years

ADMINISTRATION

- Oversee scanning, storage and maintenance of organization's financial records
- Supervise the finance team
- Work with and/or supervise finance/admin volunteers and interns as appropriate
- Maintain organization's financial files and records

PROPERTY & EQUIPMENT

- Maintain current organizational inventory of all furnishings and equipment
- Dispose of obsolete items
- Ensure all vehicles are up-to-date on registrations and insurance coverage
- Perform annual review of property and liability insurance policies
- Develop an equipment aging report indicating when items need replacing so that budget plans can be made
- Arrange for repairs and/or maintenance as needed

GENERAL RESPONSIBILITIES

1. Actively participate in staff meetings and staff development training
2. Perform other duties as needed and deemed necessary by the Executive Director

QUALIFICATIONS

1. Experience in non-profit accounting (preferred) or governmental accounting, budgeting, and records maintenance
2. Experience in the accurate utilization of QuickBooks Pro
3. Exceptional interpersonal skills
4. Experience in office management and staff supervision
5. Excellent organizational skills; ability to multi-task

EDUCATIONAL REQUIREMENTS

MASTER'S DEGREE IN BUSINESS OR ACCOUNTING, WITH EXPERIENCE AND DEMONSTRATED KNOWLEDGE OF NON-PROFIT ACCOUNTING. MUST BE PROFICIENT IN QUICKBOOKS PRO

CLASSIFICATION

This position is classified as "Exempt" under the Fair Labor Standards Act and is, thereby, exempt from all overtime rules.

Interested candidates may send a resume and cover letter to dbarrett@peedeecoalition.org