



Title: Finance and Contracts Specialist
Status: Full-Time / Exempt
Supervisor: Chief Financial Officer
Salary: \$49,000 - \$57,000/Annually
Benefits: Employer paid Health Insurance, including vision and dental, paid vacation and sick leave, and 13 additional holidays, 7% retirement contribution annually.

The Guilford County Partnership for Children (GCPC) is a local non-profit strategically directing over \$17M annually for young children and families in Guilford County. The majority of our funding comes from state and federal funding through contracts with the NC Partnership for Children (NCPC) and the NC Division of Child Development and Early Education (DCDEE). Additional funding comes from local foundations, corporate, and individual giving. GCPC is part of North Carolina's nationally recognized, statewide Smart Start network. *Our mission is to ensure that all Guilford County children prenatal to age five are emotionally, intellectually, and physically ready for success in school.*

SUMMARY

This is a highly responsible, professional, and technical position that performs work in the compilation and maintenance of financial records for internal and external users. At this level, there is an expectation that any financial system or control issues are noted and brought to the attention of upper management with recommendations for appropriate corrective actions. Work is reviewed by the Chief Financial Officer for achievement of desired results and for adherence to established policies and procedures. This position interacts with all levels of the organization and has responsibility for reviewing, researching, and resolving financial reporting issues.

ESSENTIAL ACCOUNTING FUNCTIONS AND RESPONSIBILITIES

- Prepares financial schedules for monthly reporting to the North Carolina Department of Childhood Development and Early Education (DCDEE)
- Assists independent auditors and state monitors as required
- Processes employee expense reports and accounts payable
- Processes cash receipts
- Prepare RIPRs for accounts payable and cash receipts functions
- Input and review accounts payable invoices, cash receipts, and journal entries to MIP general ledger package
- Prepares deposit slips and makes bank deposits
- Maintains physical vendor files
- Maintains physical accounts payable files
- Assists Directors in the preparation of the annual combined operating budget as well as various program budgets
- Develops income projections and spreadsheets for compiling annual budget information
- Acts as liaison with departments concerning operational and program budgets
- Responsible for directing the fiscal inventory of the Organization's fixed assets; ensures that fixed assets are accurately reported for additions and deletions and maintains documentation for the Organization's records
- Assists with closing of financial records and preparation of necessary journal entries
- Performs various account reconciliations
- Prepares annual IRS Forms 1099 and 1096
- Assists the Chief Financial Officer with various financial projects

ESSENTIAL CONTRACT FUNCTIONS AND RESPONSIBILITIES

- Manage all State funded contracts including maintaining all contract files, process monthly Financial Status Reports (FSR), work with program staff, prepare all contracts, amendments and revisions and obtain all necessary approvals
- Ensure adherence to all contract and grant compliance and reporting requirements
- Reconcile direct service provider's Financial Status Reports (FSR), ensuring compliance with budgets and cost principles
- Conduct direct service providers annual contractor's meeting, including revision of contractor's manual as needed, and DSP training as needed
- Performs and documents fiscal monitoring procedures and prepares monitoring reports for service providers
- Prepare and reconcile cash and in-kind reporting per contract requirements, and input into applicable NCPC online platform
- Prepare reports in compliance with contract requirements and assist in preparation of IRS Form 990

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of accounting principles and financial applications including the special rules and regulations under which government funded agencies operate
- Strong demonstrated use and knowledge utilizing PC based tools (Microsoft Office Suite Outlook, Word, Excel and Power Point), and a willingness and aptitude to learn other technology
- Highly skilled in dealing with financial and numeric data, with the ability to manage time according to changing priorities
- Ability to manage multiple concurrent tasks in a deadline-oriented environment is required
- Knowledge of internal controls and operating procedures
- Ability to analyze and interpret financial data and communicate both orally and in writing
- Ability to formulate and substantiate financial projections concerning revenues and expenditures
- Ability to maintain effective working relationships with fellow employees and to convey a positive and professional image to the general public
- Ability to maintain confidentiality and perform duties with a high degree of integrity
- Ability to demonstrate predictable, reliable, and timely attendance
- Conscientious, organized and very detail-oriented
- Ability to learn from directions, observations, and mistakes, and apply procedures using good judgment
- Ability to work with and without supervision, receiving instructions/feedback, coaching/counseling, and/or action/discipline as needed

MINIMUM QUALIFICATIONS

- Bachelor's degree in accounting or related field
- Minimum of 4 years of accounting and financial analysis experience
- Non-profit contracts experience preferred
- Audit experience in public accounting preferred
- A proactive and enthusiastic approach to work, with the humility and attitude to work effectively in a team environment and contribute to team building and culture.
- Ability to manage multiple tasks simultaneously, prioritize work effectively, and maintain accuracy and attention to detail without a high degree of supervision.
- Capacity to work well with colleagues and external contacts, demonstrating tact, discretion, and diplomacy in interactions.
- A commitment to diversity, equity, inclusion and belonging.
- Flexibility to adapt to changing priorities, procedures, and work environments, including the ability to handle occasional unexpected situations calmly and efficiently.

The Guilford County Partnership for Children is an equal opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws. GCPC makes hiring decisions based solely on qualifications, merit, and business needs at the time.