**Job Posting**

**Finance Director, Alamance Partnership for Children**

**Summary**

The Alamance Partnership for Children is a not-for-profit organization serving young children and families in Alamance County. We are an early childhood initiative designed to ensure that young children enter school healthy and ready to succeed. The Partnership is the local administrator for Smart Start and NC Pre-Kindergarten funds. The position is full-time and exempt.

**Responsibilities**

Under the guidance of the Partnership’s Executive Director, the Finance Director oversees all financial aspects of the organization including, but not limited to:

* Compliance with and adherence to established fiscal policies, procedures and protocols.
* Accounts payable, accounts receivable and payroll.
* Developing and monitoring the annual budget.
* Monitoring spending and revenue.
* Ensuring compliance with mandated cost principles.
* Preparing required reports.
* Coordinating and preparing the annual audit package and 990 preparation.
* Working with the Program Director for program monitoring.
* Maintaining personnel files for all employees.
* Coordinating benefit plan enrollment, participation and the annual renewal process.
* Compiling and maintaining records for benefit administration.
* Coordinating management training on human resource topics.

The Finance Director also supports certain human resources functions, in coordination with the Executive Director.

**Education/Experience/Requirements**

Bachelor’s degree in accounting, business, not-for-profit management, or equivalent experience required. Applicants must have experience in nonprofit accounting and grants management. Working knowledge of human resource laws, regulations, policies and procedures related to personnel management, equal employment opportunity and employee benefits a plus.

Unless prohibited by law, the Partnership requires all staff to certify that they are fully vaccinated to be employed.  Those who cannot get vaccinated for medical or religious reasons can request an accommodation where required by law.

**Compensation**

The salary rangeis$60,000 to $72,000. This is an exempt, 40-hour a week position. The Partnership has a robust benefit package including paid health, dental, and vision insurance, a Flexible Spending Account, and vacation and sick days. A simple 401K plan with employer contributions is available after the first year.

The Alamance Partnership for Children is an equal opportunity employer.

**Send a cover letter and resume to HumanResources@alamancechildren.org**