

Guilford County Partnership for Children

Position:	Director of Finance
Status:	Full Time/ Exempt
Location:	Greensboro, NC
Supervisor:	Executive Director
Salary:	Commensurate with years of experience and credentials
Benefits:	Employer paid Health Insurance including vision and dental; paid vacation and sick leave, and 13 additional holidays; and 7% contribution to retirement account annually.

The Guilford County Partnership for Children 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 contracts with the NC Partnership for Children, 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 ages birth to five are emotionally, intellectually, and physically ready for success in school.*

GCPC seeks an experienced Director of Finance with a track record in financial leadership. The Director of Finance will work with Executive Director, Finance Committee, and Executive Committee to ensure on-time, effective use of all GCPC funding while maintaining compliance with all funder and governmental rules and expectations.

RESPONSIBILITIES

FINANCIAL PLANNING

- Prepare a proposed annual budget by May 15 each year for presentation to the Finance Committee in June and Board presentation in July
- Monitor pace of spending across programs and recommend sound reallocation budget requests mid fiscal year, or as needed
- Partner actively with Executive Director (ED) and Program Directors to ensure meaningful and collaborative resource allocation and reallocation throughout the year

MONITORING

- Prepare, analyze and share monthly financial reports for and with the Management Team
- Monitor Accounts Receivable, communicate issues with ED and ensure resolution
- Monitor cash flow and prepare cash flow analysis as needed
- Work with Smart Start Programs Director to ensure accurate and timely entry and reporting of required cash and in-kind contributions from Direct Service Providers
- Reconcile Bank Statements
- Reconcile payroll and benefits deductions
- Ensure compliance with existing GCPC Internal Controls, make recommendations for updates to the Executive Director and Finance Committee. Lead staff training on internal controls as needed.

EFFECTIVE OPERATIONS

- Lead and support the finance staff to ensure accurate and timely Accounts Payable and Accounts Receivables and other finance support tasks
- Coordinate and document journal entries
- Performs yearend financial activities to prepare for a successful transition to new FY
- Review vendor performance and make recommendations as needed
- Review the GCPC Internal Controls and make recommendations for updates to the Executive Director and Finance Committee
- Manages the agency's liability insurance plans including on-going risk analysis. Presents an overview with any recommendations to the Finance Committee annually
- Oversees sales tax reimbursement forms
- Manages relationship with the external accounting firms coordinating the 990
- Provides executive level support on other finance related research and projects upon request

CONTRACTS MANAGEMENT

- Works closely with the management team to ensure effective monitoring of all GCPC contracts
- Reviews and recommends monitoring procedures as needed
- Participates in planning for Smart Start contract fiscal monitoring
- Maintains master files for all GCPC contracts across funds

PURCHASING

- Ensures vendors are reviewed annually for service history and pricing
- Recommends and leads bidding as needed on existing or new services
- Assures adherence to both the NC Partnership for Children and DCDEE bidding requirements, cost principles and other funder rules
- Reviews all coding on Purchase Requisitions and Journal entries to ensure alignment with various budgets and best fit approach to support effectiveness across funding

STATE AND FEDERAL COMPLIANCE

- Ensure the Form 990 is filed on time and coordinate an extension request as needed
- Ensure that NC State Certifications are maintained on time
- Ensures the GCPC DUNS account remains active
- Coordinate and develop agenda and related documents for two Finance Committee meetings in early June and early December

HUMAN RESOURCES

- In partnership with the management team, reviews employee benefits annually and explores changes as needed.

AUDITS

- Reviews and develops internal policy and approach to ensure routine readiness for Smart Start and DCDEE/NC PreK monitoring
- Reviews and updates approach to records management as needed to ensure GCPC's ability to respond to monitoring or audit requests in a timely manner
- Serves as the primary liaison with auditors and ensures that the ED and Executive Committee are informed of audit or monitoring activities or issues
- Coordinates an audit presentation to the Finance Committee annually
- Shares findings with the Management Team and leads follow up training as needed

FINANCIAL REPORTING

- Prepare draft financial reports for quarterly Board meetings (including Budget vs. Actual and a balance sheet by October 5, January 5, April 5, and July 5 annually)
- Prepare monthly financial reports for ED and Directors by program
- Draft the narrative for the Board Treasurer's report to Board
- Other financial reports or analysis upon request

Minimum Qualifications

- Bachelor's or Master's degree in an accounting or related field required. CPA or MBA preferred
- Five years of experience in a financial leadership role, and fund accounting experience preferred
- Experience with DHHS, DCDEE, PDG and/or Smart Start funding a plus
- Advanced skills in Microsoft Excel
- Familiarity with GAAP
- Ability to prioritize and manage multiple tasks
- Demonstrated experience in effective application of best practices in non-profit accounting practices and procedures
- Experience in contract development and monitoring
- Ability to support a positive work environment, and exercise the highest level of maturity, discrepancy, and respect for confidential matters
- Proficiency in Microsoft Office (Word, Outlook, PowerPoint). Experience with MS Teams and SharePoint a plus
- Excellent oral and written communications skills
- Must have reliable transportation

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, or any other protected characteristic as outlined by federal, state, or local laws. GCPC makes hiring decisions based solely on qualifications, merit, and organizational needs at the time.

To apply, email a cover letter and resume to operations@GuilfordChildren.org by Thursday, June 15, 2023. Resume and cover letter required.

About GCPC

The **Guilford County Partnership for Children** 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, and the NC Division of Child Development and Early Education. 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 ages birth to five are emotionally, intellectually, and physically ready for success in school.*

Our school readiness investments include equitable access to:

- **High quality childcare** for vulnerable 4-year-old children. The NC PreK program funds over 2,000 high quality preschool slots in programs with a quality level of 4 or higher.
- **Professional development for early childhood teachers and caregivers** in quality improvement, family engagement, inclusion, classroom management, and childhood obesity prevention. Training in trauma informed teacher-child interactions is also offered to ensure emotionally responsive, age and culturally appropriate learning environments. Childcare Health Consultants are also available to ensure adherence to health and safety standards. Peer coaching, community learning, and workforce retention support is also offered.
- **Family support services** including evidence-based home visiting programs such as Parents as Teachers, Healthy Start, and Guilford Family Connects. Some individualized mental health services are available for children participating in NC PreK. Pre-natal and neonatal intensive care support is also available.
- **Early literacy programs** (Reading Connections, Learning Together, Reach Out & Read, Dolly Parton Imagination Library)