

## **Guilford County Partnership for Children**

**Title:** Finance Coordinator  
**Status:** Full Time/Exempt (32-40 hours weekly)  
**Location:** Greensboro, NC  
**Supervisor:** Director of Finance  
**Pay Range:** Commensurate with Experience  
**Benefits:** Paid vacation and sick leave (including 12 holidays and 3 floating days)  
100% Health Insurance (incl. dental and vision)  
7% Retirement Contribution

The **Guilford County Partnership for Children (GCPC)** seeks a responsible, detail oriented and collaborative Finance Coordinator. 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, 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.*

### **Essential Responsibilities**

- Input, review and post into MIP general ledger accounting software all accounting source documentation, including but not limited to, accounts payable invoices, cash receipts, journal entries, and budgets
- Inputs, reviews and posts in the accounting system initial budgets, budget amendments, and budget revisions
- Assists in preparing for the annual audit
- Prepares deposit slips and makes bank deposits
- Supports monthly accounts payable process
- Prepares annual IRS Forms 1099 and 1096
- Prepares North Carolina sales tax claims for refunds
- Tracks providers' in-kind activity
- Prepares general ledger account reconciliations that support balance sheet accounts
- Provides other finance related support to the Director of Finance upon request

### **Required Abilities**

- Ensure the accurate processing of accounting related transactions
- Communicate clearly and concisely both orally and in writing
- Intermediate knowledge of Excel
- Ability to create professional reports that communicate financial information clearly
- Follows GCPC's accounting policies and procedures
- Comfortable working independently and maintaining multiple responsibilities
- Ability to use good judgement in recognizing scope of authority
- Strong problem solving skills
- Detail oriented with a multi-task aptitude
- Demonstrates professional behavior and appearance at all times
- Ability to relate well with others and maintain a positive demeanor
- Comfortable working under deadlines

### **Required Knowledge**

- General knowledge of Generally Accepted Accounting Principles
- Thorough knowledge of automated accounting systems, including general ledger and accounts payable Intermediate-level Excel and Word
- Accurate English composition, spelling and punctuation
- Experience with DCDEE, DHHS, CCDF or PDG funding a plus

### **Minimum Qualifications**

- Two- or four-year degree in business, finance, accounting (BA or BS preferred)
- Experience within a non-profit accounting and/or public grant funding a plus
- A minimum of 5 years of similar level and scope of finance support experience
- Must have reliable transportation

**To apply, please submit a cover letter and resume by August 31, 2022, to [Operations@GuilfordChildren.org](mailto:Operations@GuilfordChildren.org). No calls please.**

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, pregnancy, or any other protected characteristic as outlined by state or federal laws.

### ***More About the Guilford County Partnership for Children***

**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)

Our partners include parents, childcare providers, Guilford County Schools, Guilford Child Development, Guilford County Department of Social Services, Coalition on Infant Mortality, UNCG Center for Youth, Family and Community Partnership, Guilford County Department of Health and Human Services, UNC-G Department of Human Services and Family Services, Reading Connections, Family Service of the Piedmont, Family Support Network of Central Carolina, Parents as Teachers, Triad Adult and Pediatric

Medicine, Children's Developmental Services Agency, Cities in Schools, Greensboro Police Department, Cone Health Foundation, United Way of Greensboro, the Hispanic Federation, local faith based organizations, the Foundation for a Healthy High Point, Ready for School/Ready for Life, and the Greensboro Public Library.