



I-CARE, INC., a private 501(c)(3) non-profit Community Action Agency based in Statesville, North Carolina, is looking for an experienced Director of Finance to oversee all financial aspects of the organization's daily operations. This person will serve as a strategic thought-partner and report directly to the Executive Director. The Director of Finance will play a critical role in partnering with the leadership team in strategic decision making and operations for the company to continue to enhance its quality programming and build capacity.

Responsibilities

1. Responsible for entire accounting system: Payroll, Accounts Payable, General Ledger and Financial Reporting Systems.
2. Responsible for ensuring accounting system is maintained in accordance with generally accepted standards of accounting, reporting and agency policy.
3. Responsible for preparing requests for funds as needed.
4. Responsible for preparing budget analysis as needed to ensure budget compliance.
5. Responsible for ensuring financial records and internal controls are maintained.
6. Responsible for ensuring all financial reporting requirements for the Agency and each funding source is adhered to (including filing with the Office of the NC Auditor).
7. Prepares, files, and publishes monthly financial reports for Board of Directors, Executive Director, Policy Council and Program Directors.
8. Maintain Agency chart of accounts & prepare/post adjusting entries to general ledger as needed.
9. Responsible for scheduling and assisting with agency's annual audit and submitting RFPs as deemed appropriate by the Board of Directors.
10. Responsible for preparing annual indirect cost proposal and updating cost allocation plan as needed.
11. Responsible for knowledge of and adherence to 2 CFR Part 200 - Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards

Compensation:

Competitive Salary
Great Benefits: Health, Vision, and Dental
Long Term and Short-Term Life Insurance
401k Match
Paid Holidays
PTO

QUALIFICATIONS:

Minimum: Bachelor's degree in accounting, business, fiscal management, or a related field; 5 years of experience in non-profit fund accounting, 3 years of experience serving in a supervisory capacity. Must have a working knowledge of Microsoft Word and Excel. Must have proven federal grants management experience.

Preferred: CPA or Master's degree in Accounting (or related field) and 7 years of experience in fund accounting in a supervisory position; 5 years of fiscal management of a Head Start program

****Must have valid NC driver's license and reliable transportation. ****

Please send a cover letter and resume to bryan.duncan@icare-inc.org.