

Job Title: Director of Finance and Administration
Make-A-Wish Foundation of Central & Western North Carolina – Charlotte, NC
Posting Date: August 23, 2010 – Closing Date: September 10, 2010
Reports To: President

General Summary: The Director of Finance and Administration is responsible for managing the daily accounting/finance functions and human resource duties of the chapter in conjunction with the President.

Responsibilities

1. Maintain overall accounting system for all chapter reporting.
2. Prepare monthly reconciliation of all chapter accounts.
3. Prepare monthly financial statements for review by the President and the Board of Directors.
4. Assist the President and the Board of Directors in preparation for the chapter's annual financial statement audit and the financial portion of the chapter performance review.
5. Assist the President and the Board of Directors in preparation of the annual budget.
6. Inspect and record all vendor invoices in the chapter accounting system.
7. Record donations and bank deposits in chapter accounting system.
8. Allocate chapter expenses according to function.
9. Maintain chapter fixed assets/depreciation.
10. Perform other financial management and reporting duties as needed.
11. Present financial reports to Board of Directors.
12. Respond to Board of Directors questions and prepare research as requested.
13. Manage human resources and administration, enhancing professional development, compensation and benefits, performance evaluations and recruiting.
14. Work closely and transparently with all external partners including third-party vendors and consultants.

Qualifications:

Position requires a minimum of an associate's degree in accounting, economics or similar background (equivalent work experience may be substituted). Minimum five years experience.

1. Experience with non-profit accounting principles and practices.
2. Experience with Quick Books accounting software.
3. Strong organizational skills.
4. Ability to prioritize tasks in an ever-changing environment.
5. Strong work ethic.
6. Strong Presentation Skills (including ability to present to Board of Directors)
7. Minimum of five years of hands-on accounting experience through financial reporting in a fund accounting environment, and a minimum of an associate's degree in accounting, economic or similar discipline.

Submit resume and cover letter stating the position you are applying for to:

info@ncwish.org by September 10, 2010. Include salary requirements and the subject line: Director of Finance and Administration.