

Area L AHEC
Job Description

Director of Finance

Division: Finance

Effective Date: 3.6.2025

FLSA Status: Professional Staff and Exempt

I. POSITION SUMMARY

- Oversees corporate financial operations internal to Area L AHEC. Interacts with other AHEC's in North Carolina accordingly and may have administrative responsibilities at the state and federal level.
- Oversees general ledger, accounting, financial reporting, purchasing and compliance operations for the organization.

II. GENERAL RESPONSIBILITIES

- Primary responsibility for planning, staffing, budgeting, managing operations of the finance department. This will include direct responsibility for accounting, finance, forecasting, strategic planning, job costing, legal, property management, deal analysis and negotiations, investor relationships and partnership compliance.
- Attends Board meetings and reports on financial activities. Oversees grants accounting and reporting. Directly responsible for the day-to-day supervision of employees performing G/L, AP, AR, payroll, purchasing, and compliance duties to include selection, coaching, evaluating, training, and reviewing performance. Reports directly to the President.

III. ESSENTIAL DUTIES AND RESPONSIBILITIES

Accounting, Finance, and Purchasing

- Manage and organize the financial accounting system for the organization to efficiently gather the data needed for producing timely, accurate, and informative periodic reports; includes reconciling the general ledger, conducting month-end and year-end closings, preparing adjusting entries, maintaining the chart of accounts, and preparing financial statements and generating other financial reports as needed by the President.
- Review monthly financial reports with President.
- Prepare other financial reports, information, and projects as assigned.
- Responsible for the management and direct supervision of all employees within the Finance Department including work hours, work assignments, hiring and termination decisions, etc.
- Identification of individual and/or group training and development needs and working with staff to attain needed training.

- Develops and implements retention plans for department staff/employees.
- Schedules and conducts department and staff meetings as appropriate to manage and adequately communicate with staff.
- Supervise the processing of accounts payable. Review coding compliance, verification, and check approval. Oversee a weekly check run and maintenance of formal vendor filing system to include management of required information on vendors and sub-contractors (W-9, 1099's).
- Supervise the purchasing process. When needed, review all purchase orders for correct coding, description, and approval.
- Supervise the process of accounts receivable to include timely invoicing and daily deposits.
- Ensure reconciliation of accounts receivable to the general ledger.
- Oversee maintenance of a schedule of critical contract renewal/payment/billing dates.
- Prepare the monthly bank reconciliation. Monitor various accounts (general operations checking, payroll, and other funds held in bank and/or investment accounts).
- Effectively manages banking, cash and investments in collaboration with investment advisor(s).
- Oversee creation and maintenance of logs/ledgers for supplemental documentation of transactions as needed.
- Oversee maintenance of prepaids schedule for equipment maintenance and insurance (general liability, workers compensation, and malpractice, etc.).
- Assist with the maintenance of the chart of accounts.
- Responsible for developing, monitoring and management of operating, grant and capital budgets.
- Ensures financial statements and general ledger transactions are prepared in accordance with Generally Accepting Accounting Principal (GAAP) guidelines.
- Ensures payroll operations function accurately and efficiently in accordance with related FLSA regulations.
- Prepares various financial and management reports, coordinates submission of all required data for organizational reports to CEO, the Board of Trustees and NC AHEC program.
- Ensures efficient purchasing mechanism is in place for all procurement activities.

Payroll and Benefits

- Supervise the processing of the bi-weekly payroll as prepared by Associate Director Finance.
- Maintain and update retirement benefit information
- Review monthly, quarterly, or yearly retirement/investment reports for accuracy based upon known transactions.
- Ensure retirement benefit plan transactions related to payroll are performed in compliance with IRS and ERISA guidelines.
- Responsible for ensuring compliance with payroll tax reporting.

Audit Management

- Manage and coordinate annual financial audit.
- Manage and coordinate annual retirement benefit plan audits.
- Review year-end data and testing of the retirement plans.

- Coordinate any other supplement or special audits as required.

Grants & Contract Management

- Maintain a system of organized files for all grant documentation and reporting.
- Prepare and submit required grant reports in an accurate and timely manner.
- Monitor grant expenditures and budgets and work with departments responsible for grant outcomes.
- Ensure all expenditures and other accounting entries are conducted in accordance with each specific grants' guidelines, regulations, or circulars.
- Maintain logs/ledgers for supplemental documentation of transactions.
- Keep an on-going list of all grant awards reporting due dates, termination dates and extension dates.
- Exercise discretion and sound judgment in the performance of grants management duties.
- Review and maintain time keeping and mileage logs related to grant time and travel.
- Coordinate any site visits by granting organizations.
- Assist departments in completing grant applications.
- Maintain contracts in a scanned format and signed originals. Maintain an updated schedule of contracts.

External Reporting

- Responsible for ensuring organizational tax reporting (federal and state taxes, sales tax, W-2, and 1099's) is done in accordance with laws.
- Responsible for completing the annual 5500 questionnaires.
- Ensure adherence to sub-operating contracts and various grant requirements.
- Oversee collection and organization of financial information and reports for grants awarded.
- Oversee preparation and submission of monthly/quarterly contract billing invoices in an accurate and timely manner.
- Oversee the preparation and submission of required monthly/year-end financial reports to NC AHEC Program in an accurate and timely manner.

Corporate Compliance

- Maintain knowledge of current corporate compliance practice as it relates to issues of fraud, abuse, or other improper business practice(s).
- Immediately and in writing, inform the President/CEO of any suspected or actual case of fraud, abuse, or other improper business practice(s).
- Recommend disciplinary or corrective actions to the President/CEO that are necessary to resolve any situation of suspected or actual fraud, abuse, or other improper business practice.
- Maintain confidentiality in all compliance activities, except for reports due the President/CEO.
- Complete all compliance responsibilities in a timely manner, without direct supervision, and in a fashion that clearly identifies the compliance officer as a role model for behaviors important to achieving corporate compliance.
- Conduct periodic internal audits of petty cash or any other financial operations as deemed necessary.

IV. QUALIFICATIONS

- Knowledge of non-profit corporate finance and accounting operations using GAAP.
- Knowledge of federal, state, and local laws pertaining to the financial management of a non-profit organization.
- Knowledge of grants management and reporting with all types of grants - federal, state and private foundations.
- Skilled in analyzing financial statements and preparing appropriate reports.
- Skilled in exercising initiative, judgment, discretion, and decision-making to achieve organizational objectives.
- Knowledge and skills in developing, implementing, and enforcing corporate compliance plans to prevent fraud, abuse, or other improper business practices.
- Ability to assume hands-on responsibility for accounts payable, payroll, accounts receivable, and purchasing functions if needed.
- Bachelor's degree in accounting, business, or finance. Minimum 3-5 years' experience as an accounting/finance manager, preferably in a non-profit setting.
- Proficient skills in use of business application software packages and accounting systems packages.
- Ability to communicate clearly verbally and in writing.
- Possess strong organizational and-time management skills and work independently with demonstrated initiative.
- Ability to effectively handle multiple projects simultaneously in a deadline driven environment.
- Must be able to take on new tasks with high level of difficulty.
- Ability to work with all levels of employees, management, and external agencies to maximize performance, problem solving and results.

V. PHYSICAL DEMANDS

Sitting at a desk and computer for hours each day. Minor lifting of boxed files. Must have a level of physical dexterity to effectively use a calculator and computer keyboard.

VI. WORK ENVIRONMENT

Professional office environment.