



DIRECTOR OF FINANCE (Part-Time Position)

Wake Education Partnership (WakeEd) is seeking a Director of Finance. This is a permanent, part-time position reporting to the President that will manage the organization's financial operations, including oversight of accounts payable and receivable, budgeting, production of financial statements and reports, and advisement of the senior management team and Board of Directors on financial decisions. The Finance Director is responsible for monitoring and maintaining internal controls, while overseeing financial systems and compliance requirements. 2 days per week (16 hours)

Primary Responsibilities:

- Payroll (automated through ADP) with direct employee deposits on the 10th and 25th of each month; update leave requests submitted by full-time employees
- Manage primary banking accounts and line of credit
- Accounts Payable
- General Ledger Entries
- Prepare Weekly Cash Flow Forecast
- Prepare Monthly Financial Statements
- Insurance Requirements (personal property and liability, worker's compensation, Directors and Officers)
- Supporting documentation and scheduling of meetings for Finance Committee as staff liaison
- Attend meetings of the Board of Directors (quarterly) and Finance Committee (5 meetings per year)
- Work from WakeEd office at least one day per week with other work performed remotely as desired. Position does have a dedicated workspace/office available for all work.
- Prepare 1099 Forms annually
- Prepare Solicitation License annually
- Prepare Sales-Tax Refund Request semi-annually
- Facilitate benefits enrollments, tax withholding, etc. for team
- Work with staff to complete prepare annual operating budget and time study
- Work closely with Finance Committee and Finance Committee Chair/Treasurer
- Provide input to independent audit firm for preparation of Form 990 tax return
- Provide requested documentation and support of independent audit firm for annual audit

Minimum Qualifications:

- Bachelor's degree in finance, accounting, or related field required
- 5+ years relevant work experience as a senior accountant or equivalent).

- Experience with QuickBooks (Online) required.
- Non-profit accounting experience preferred.
- Working knowledge of GAAP, audits, and other regulatory requirements in the financial field
- Expert computer skills, including Microsoft Office, with advanced proficiency in Excel

Interested applicants, please email cover letter, resume and salary expectations to jobs@wakeed.org by July 1, 2022.

WakeEd Partnership is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.