



Job Title: Director of Finance and Administration

Mission Statement: El Centro Hispano (ECH) is a grassroots community based organization dedicated to strength the community; build bridges, and advocates for inclusion and equity of Hispanic/Latinos in the Triangle Area of North Carolina.

Reports to: President/CEO

Summary of Responsibilities: The Director of Finance and Administration is responsible for overall administration of internal accounting and financial matters under the direct supervision of the CEO, providing leadership and direction on the management team, as well as, day to - day management of the finance and administration functions for the organization

Specific Responsibilities, but not limited to:

Finance

- Ensures maintenance of effective internal controls to assure safeguarding of assets and reliability of financial statements
- Prepares monthly financial statements and ensures their accuracy and timeliness.
- Ensures compliance with any and all financial and contract reporting requirements for private or public funding, licensing, or regulatory agencies.
- Resolve accounting and financial problems and/or issues in concert with CEO
- Ensures complete and up-to-date operating procedures for all accounting, financial and administrative controls.
- Prepare the annual and monthly budgets and cash flow projections
- Staffs the Budget and Finance Committee as needed and prepare condensed reports for Board.
- Ensures proper preparation for annual financial audit and serve as liaison with outside auditor.
- Reviews all receipts and disbursements, ascertains correct account distribution and ensuring all support documentation is accurate and in order.
- Support the grant manager, the CEO and program directors with various financial reports and tasks as needed. Assist in preparing grant reports as requested by the Grant Manager, CEO and program directors and to ensure overall budget management
- Assists in preparing special cost studies as required
- Perform additional duties as requested by the CEO/President.

Administration

- Oversee administrative functions as well as facilities to ensure efficient and consistent operations as the organization scales.
- Manage IT contract for adequate operations for ECH. Receive requests of assistance from staff, control services required and provided by the contractor, review and process payments and maintain records and files.
- Update and implement all necessary business policies and accounting practices; improve the administrative and finance department's overall policy and procedure manual.
- Oversee the preparation of the monthly payroll and Salary Allocation and Payroll Benefits and tie to ADP Invoices.
- Compliance and submission of monthly/quarterly reports and licensing requirements such as: sales tax refund, employee taxes, worker's compensation, liability insurance and solicitation license.

Qualifications:

- Thorough understanding of nonprofit accounting, bookkeeping, and financial information with a minimum of one year of experience in the finance area in the nonprofit sector.
- Formal education in accounting, finance or business administration
- Good knowledge of QuickBooks
- Have exceptional communication skills, both verbal and written.
- Have strong management and organizational skills.
- Bilingual Spanish and English is a plus
- Ability to work well under pressure, meet deadlines and be detail-oriented.

Salary Range: \$46,000 annually, plus a great benefits package : health insurance benefit, dental and vision insurance, life insurance and opportunity to invest in company sponsored retirement plan).

Hours per week: 40 (occasionally weekends and evenings).

To apply please send a resume and cover letter to Francisco Duque at fduque@elcentronc.org before October 17, 2016, with "Director of Finance & Administration" in the email subject line. Only candidates who meet all the job requirements will be considered.