



Director of Finance

Western North Carolina AIDS Project (WNCAP) is dedicated to preventing new cases of HIV/AIDS and provides HIV-related client support, prevention, education and advocacy activities guided by the belief that all people are entitled to equal access to health care. WNCAP employs 40+ people and has 3 locations in Western NC.

The Director of Finance (DF) is the principal financial position at WNCAP and is responsible for managing all financial operations and policies. The DF will work as part of a team to address long-term financial goals and develop priorities and policies that will enhance the financial health of the organization. The DF will also take the lead in evaluating and updating financial practices to ensure appropriate internal controls and a streamlined process for all agency transactions. As an essential part of the leadership team, the DF will participate in Board of Directors meetings and will work closely with the Board Treasurer to provide all necessary reports for proper oversight.

This is a full-time exempt position operating out of WNCAP's Asheville, NC office. Regular work hours are 9am-5pm Monday-Friday with 1 hour paid lunch, but candidate must have the ability and willingness to work outside of, and in addition to, regular work hours when needed.

Duties

Job duties include, but are not limited to:

- Perform day-to-day finance and accounting functions, including accounts payable, cash receipts, accounts receivable, payroll, and cash management.
- Manage banking and insurance relationships.
- Perform month-end accounting close, including account reconciliations, entry adjustments, and reports.
- Prepare financial and management reports as-needed.
- Maintain accurate accounting records to track/report the expenditure of restricted grant funds.

- Maintain accurate accounting records to track 340B program income and associated costs.
- Manage internal budget process, including mid-year realignments, and regularly monitor budget.
- Collaborate with leadership team on long-term financial planning, and help develop priorities to enhance the financial health of the organization.
- Provide support to staff regarding expense tracking, budgeting, grant applications, and financial reporting.
- Establish and maintain Negotiated Indirect Cost Rate Agreement (NICRA) for federal grant awards.
- Prepare financial records for grantor audits and site visits, and participate in audits and site visits.
- Coordinate and manage the annual financial audit process with staff and auditors.
- Coordinate the preparation of IRS Form 990 with outside CPA.
- Maintain, revise, and implement effective accounting policies, procedures, and systems, including a robust set of internal controls.
- Prepare and maintain payroll records, ensuring timely and accurate annual and quarterly state and federal tax filings, including IRS Forms 1099 and W-2.
- Maintain appropriate levels of insurance coverage; prepare applications and renewal schedules.
- Maintain the systematic retention, storage, transfer, protection, retrieval, and disposal of financial records.
- Participate in Finance Committee and Board of Directors meetings.
- Coordinate with Human Resources to ensure accurate benefits-related payroll deductions.

Requirements

Qualified candidates must have a demonstrated and exceptional ability to handle all aspects of finance management in a nonprofit setting, and at least one of the following:

- Bachelor's degree in Accounting (advanced degree, MBA, and/or CPA preferred) with 2+ years of hands-on nonprofit accounting experience; or
- Certified Nonprofit Accounting Professional (CNAP) certificate with 5+ years of hands-on nonprofit accounting experience.

Additional Requirements:

- Comprehensive knowledge of accounting policies, procedures, internal controls, and Generally Accepted Accounting Principles
- Extensive knowledge of nonprofit accounting, finance, and compliance
- Proficiency with QuickBooks online platform
- Proficiency with Microsoft Office and Google Suite
- 1+ years management and/or supervisory experience, 3+ years preferred
- 1+ years experience implementing and maintaining financial policies and procedures
- Team player with ability to work independently
- Excellent written and verbal communication skills
- Precision and attention to detail
- Respectful interaction with diverse populations and marginalized communities
- Ability to multitask and prioritize work
- Ability to maintain confidentiality and act with integrity when handling sensitive information
- Willingness to complete required trainings, and any trainings to further develop management/leadership skills
- Willingness and ability to lead by example
- Willingness and ability to travel as needed
- Resiliency and ability to cope with occasional high-pressure, high-stress situations

Physical Requirements

- Must be willing and able to spend long periods of time in stationary position working at a computer
- Must be able to lift at least 25 pounds

Compensation and Benefits

The Director of Finance is a full-time exempt position based out of WNCAP's Asheville office, located at 554 Fairview Road, Asheville NC 28803. Starting salary range is \$70-\$75k/year. Regular work hours are 9am-5pm Monday-Friday with 1

hour paid lunch. Dress code is business casual. WNCAP is a certified living wage agency.

Benefits include:

- Partial employer-sponsored health and dental insurance
- Vision insurance
- Employer-sponsored life insurance
- 403(b) Retirement Savings Plan with Employer Contributions
- Paid time off
- Paid holidays

WNCAP is an equal opportunity employer. We strive to foster a workplace that supports and amplifies a diverse array of voices and experiences. We strongly encourage women, people of color, LGBTQ+ individuals, people with disabilities, members of ethnic minorities, people living with HIV, and veterans to apply.

Applicants will not be discriminated against because of race, color, creed, sex, sexual orientation, gender identity or expression, age, religion, national origin, disability, ancestry, marital status, veteran status, medical condition or any status protected under local, state or federal laws.

To Apply

To be considered for this position, please submit a resume and cover letter detailing your interest in WNCAP and this specific position, including “Director of Finance” in the subject line, to: employment@wncap.org

Please note that due to the high volume of applications, we cannot respond to all correspondence received.