



Director of Finance

Western North Carolina AIDS Project's (WNCAP's) mission is to provide equitable access to care and reduce harm from HIV, Hepatitis C, and drug use. WNCAP provides case management, prevention education, STD testing, and harm reduction services to people living across 18 counties of western North Carolina. WNCAP employs approximately 40 people and has 3 locations.

The Director of Finance (DF) is the principal financial position at WNCAP and is responsible for 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 appropriate 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 candidates 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:

- Responsible for day-to-day finance and accounting functions, including accounts payable, cash receipts, accounts receivable, and cash management.
- Manage banking and insurance relationships, including loan/policy renewals.
- Perform month-end accounting close, including account reconciliations, entry adjustments, and reports for management & board.
- Maintain accurate accounting records to track/report the expenditure of restricted grant funds and program income, and complete timely grant budget realignments.
- Prepare financial records for, and participate in, grantor audits and site visits.
- In collaboration with the CEO and management team, lead internal budget process, including mid-year realignments, and regularly monitor budget.



- Provide support to other staff regarding expense tracking, budgeting, grant applications, and financial reporting.
- Coordinate and manage the annual financial audit process and 990 with staff and auditors.
- Maintain, revise, and implement effective accounting policies, procedures, and systems, including a robust set of internal controls.
- Serve as backup to Director of Human Resources to ensure the accurate recording of payroll, including grant allocation, in the accounting records, as well as the timely and accurate filing/payments of state and federal taxes, 1099s, and W-2s.
- Maintain the systematic retention, storage, transfer, protection, retrieval, and disposal of financial records.
- Participate in Finance Committee and Board of Directors meetings.
- Perform other tasks as needed.

Requirements

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

- Bachelor's or advanced degree in Accounting, or related field, with 2+ years of hands-on accounting experience; or
- Associate's degree in related field with 4+ years of hands-on accounting experience; or
- Other equivalent combination of education and experience.

Additional Requirements:

- Comprehensive knowledge of accounting policies, procedures, internal controls, and Generally Accepted Accounting Principles
- Extensive knowledge of nonprofit accounting, finance, and compliance preferred
- 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



- Ability to read, write, and speak English fluently
- Excellent written and verbal communication skills
- High level of precision and attention to detail
- Respectful interaction with diverse populations and marginalized communities
- Ability to multitask and prioritize
- Ability to maintain confidentiality and act with integrity when handling sensitive information
- Resiliency and ability to cope with occasional high-pressure, high-stress situations
- Willingness and ability to lead by example
- Willingness to travel as needed for trainings, conferences, meetings, etc. and willingness to complete required trainings, including trainings to further develop management/leadership skills.
- Valid driver's license, vehicle liability coverage, and use of reliable personal vehicle during scheduled work hours

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. In-office and remote working capabilities are required for this position. Starting salary range is \$60k - \$65k/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.