



**Compass Center for Women and Families
Finance & Human Resources Director
Position Description**

Hours: Full-time; exempt from FLSA.

Benefits: Fully paid health, vision and dental insurance (no employee contribution required for standard plan). Generous Paid Time Off and paid holidays package.

Compass Center for Women and Families is hiring a full time Finance and Human Resources Director. Join this experienced team, working with an active board, a committed staff and our many dedicated supporters to continue Compass Center's long history of successful service delivery to community members in Orange County and surrounding areas.

Compass Center for Women and Families helps all people navigate their journey to self-sufficiency, safety, and health. We empower individuals and promote equal access to opportunity regardless of gender or economic status. We are proud to serve over 5,000 clients each year with essential programs and services like career and financial education, legal resources, and support groups, all open to the public. Additionally, Compass Center is the only Orange County resource for comprehensive domestic violence crisis services. Compass Center is also closely connected to Chapel Hill-Carrboro City Schools, offering sexual health programming and empowerment programs related to safe relationships in middle school health classes.

The primary responsibility of the Finance and Human Resources Director is to oversee all financial, grants management, human resources, and risk management activities of this small non-profit organization with an annual budget of about \$790,000 and staff of 14. The Finance and Human Resources Director reports directly to the Executive Director.

Core Responsibilities:

Financial Management

- Oversee all financial functions of the agency to ensure compliance and proper maintenance of all accounting systems
- Responsible for accounts payable, accounts receivable, bank reconciliations, general ledger, and ensuring accurate and timely entry of income and expenses
- Monitor the organizational budget and individual grant budgets to keep spending within limits and certify that grant funds are spent pursuant to contract terms
- Prepare monthly financial reports for Executive Director and present reports, analyze trends, monitor and evaluate cash flow, and report findings during monthly Finance Committee meetings
- Work with program and development staff to coordinate cash and income receipts and handling thereof during special events
- Together with accounting firm, direct processes during annual CPA Audit: gather documentation, maintain system of accurate files to satisfy auditor expectations, and ensure timely preparation and filing of 990

Grants Management

- Manage interconnected system of state, federal, and local government grants which fund various programs within the organization

- Track deadlines to ensure timely and accurate filing of all grant cost reports
- Maintain Grants Calendar and system for all monthly, quarterly, semi-annual, and ad hoc program proposals/reports. Inform Programs Director, Executive Director, and other staff members of upcoming deadlines so program reports can be processed and submitted to grant funders in a timely manner.
- Control and collect financial and program documentation to satisfy requirements for annual State Grant Audit and ensure timely submission of reports to state auditor.
- Assist Development Director and Executive Director to prepare budgets for foundations, community organizations, and other non-government grant proposals and awards.

Fiscal Planning, Procedures, Risk Management, & Strategic Planning

Assist Executive Director to

- Oversee the development, administration, and reporting of the organization's annual budget
- Ensure compliance of agency policies and procedures regarding cash management, assets, endowment and agency reserves
- Develop, implement, and maintain systems and procedures that enable generation of accurate and meaningful financial reports to satisfy the needs of internal and external stakeholders
- Maintain a system of internal controls to protect the assets of the organization and ensure compliance with Generally Accepted Accounting Principles
- Oversee interactions with financial institutions and other professional advisors to ensure compliance with all applicable laws and regulations
- Ensure legal and regulatory compliance regarding all financial, grants management, and human resource functions of the agency
- Coordinate and prepare long-range financial plans consistent with the organization's strategic goals
- Coordinate assessments for all benefits programs and recommend improvements
- Analyze compensation strategy and programs to ensure competitive, standardized compensation where possible
- Ensure appropriate levels of organizational insurance are met and agency is compliant with all government and grant-specific regulations

Administration/Human Resources

- Direct Payroll Administration
 - Collect employee timesheets and ensure timeliness/accuracy
 - Direct reporting of bimonthly payroll to outside processing service
 - Track tax payments made by payroll company using EFTPS and other systems
 - Ensure legal and regulatory compliance with all payroll activities
- Direct Personnel Administration
 - On-board new employees and direct enrollment with tax agencies, benefits programs, and internal policy signatures
 - Maintain accurate personnel files for all current and former employees
 - Off-board departing staff members and direct collection of agency property upon termination
- Direct Benefits Administration
 - Enroll eligible employees in benefits programs including health, vision and dental insurance, retirement plan, and flexible spending plans
 - Maintain records for all enrolled employees in each benefits plan, enrollment levels, dates, remaining benefits, etc.
 - Direct payroll deductions for fees associated with enrollment in various benefit packages
 - Provide periodic updates at staff meetings to remind employees about the pros and cons of enrollment in various plans

- Respond to staff questions about all benefit programs
- Make annual recommendations to Executive Director and Board of Directors regarding benefits packages
- Comply with all audit requests by insurance vendors (health insurance, workers' compensation, property and liability etc.)
- Other Human Resources duties as assigned by the Executive Director

Other duties as assigned by the Executive Director. Some weekend or evening hours may be required.

Qualifications:

- Bachelor's degree required.
- Proficiency in Quickbooks and Microsoft Office products (Word, Excel, PowerPoint, Outlook) required.
- Demonstrated excellence in organizational, managerial and communication skills.
- Minimum of five years' experience in financial management required.
- Human Resources experience preferred.
- Experience with nonprofit grants management preferred.
- Good knowledge of standard accounting practices.
- Ability to work effectively with and appreciate people of all backgrounds.
- Be discrete and safeguard confidential information.
- Possess integrity and compliance – can be relied upon to act ethically.
- Ability to work effectively as a team member.
- Work Management: Effectively manages time as a resource; establishes realistic priorities; schedules own time and activities effectively; gives balanced focus and attention to appropriate long- and short-term priorities.

We actively encourage diverse candidates to apply. Compass Center for Women and Families provides equal employment opportunities to all employees and applicants for employment without regard to race, ethnicity, religion, age, gender identity or expression, sexual orientation, disability, national origin, genetic information, or veteran status.

To apply, please send a cover letter, resume and 3 professional references (prefer at least one a direct supervisor) to employment@compassctr.org. Please include the job title in the subject line of the email. No phone calls please. Applications will be accepted until filled.