



Compass Center for Women and Families

2015 Non-Profit of the Year, Chapel Hill-Carrboro Chamber of Commerce

PO Box 1057, Chapel Hill, NC 27514 • 919-968-4610 • www.compassctr.org

Finance /Grants Volunteer Position Description

Finance Volunteer supports the accounting and reporting functions of the Compass Center, which helps individuals and families prevent and end domestic violence and become self-sufficient, and navigate their journey to self-sufficiency, safety, and health.

Responsibilities (commensurate with education and training):

- Verifies, processes and posts details of business transactions including general ledger and accounts payable/receivable entries
- Audits invoices, reconciles credit card statements, researches discrepancies, and prepares check runs
- Assists with month/year closings and reconciliations of bank statements and accounts
- Assists in monitoring all department and grant budgets
- Assists in maintaining expense allocation budgets and spreadsheets
- Assists in compiling and mailing monthly reports
- Assists with filing source documents and reports

Finance Volunteer Qualifications:

- Education:
 - At least 12 credit hours in accounting from accredited college/university
 - Basic MS Word, Intermediate MS Excel skills
 - Working knowledge of accounting software
- Language Skills:
 - Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community
 - Ability to write reports, business correspondence, and procedure manuals
 - Ability to effectively present information and respond to questions from management and partners
- Mathematical Skills:
 - Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, and percentages
 - Ability to apply math skills effectively and accurately in financial reporting and forecasting, business analysis, and cost allocation
- General:
 - Confidentiality and reliability
 - Desire to help members of the community, responsibility, good judgment, and team spirit
 - Desire to learn about Compass Center and local agencies and organizations in the community
 - Comfort in working with all people who enter Compass Center, regardless of race, creed, color, national origin, age, gender, disability, sexual orientation, or gender identity.

Additional Compass Center Volunteer Requirements:

- Complete online application: <http://compassctr.org/get-involved/volunteer-opportunities/>.
- Schedule a phone interview and training with HR & Finance Director.
- Pass background check.