

# DISABILITY RIGHTS NC POSITION DESCRIPTION

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Job Title:	Chief Financial Officer	Date:	February 2017
Reports to:	Executive Director	FLSA:	Exempt
Location:	Raleigh, NC		

**General Summary:** This position is responsible for directing the fiscal functions of the agency in accordance with generally accepted accounting principles. Also oversees the agency's accounting staff and serves as a member of the management team.

**Demonstrates the following core values:** relentless pursuit of results, respect and humility, personal responsibility, positive outlook, problem solving, communication, organization, and effective internal and external relationships.

**Essential functions (with or without accommodations):**

1. Travel, including overnight
2. Interact with people with disabilities
3. Engage appropriately with others, both internally and externally
4. Communicate effectively and expressively, orally and in writing
5. Work collaboratively, collegially, and cooperatively across teams, units, and departments
6. Operate office equipment

**Job Duties:**

- Oversees accounting department and internal audit functions
- Prepares budget
- Prepares journal entries including payroll, adjusting and correcting entries
- Maintains depreciation schedules of agency assets
- Manages cash flow by requesting federal grant funds and by borrowing and paying on the agency line of credit as appropriate
- Reconciles all bank accounts
- Reviews all check requests for appropriate back up, coding and documentation; approves requests
- Completes federal grant applications and financial reports for grants
- Prints, reviews, analyzes, and corrects financial statements as needed
- Enters deposits, journal entries, budgets and other financial information into accounting system (MIP) as needed
- Prepares and tracks staff time spent on each grant; allocates expenses to each grant
- Serves as liaison to the Board of Directors' Finance Committee, Audit Committee, and other committees as needed

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- Supervises the accounting functions of the agency
- Schedules and assists in annual audit of agency
- Oversees agency's 403(b) thrift plan and works with plan consultants in the management of the plan
- Performs other duties, as requested

## Requirements:

- Graduation from an accredited four-year college or university with a major in Accounting or Business. Certified Public Accountant (CPA), preferred.
- Eight (8) years experience in accounting
- Prior management level responsibility
- Experience in a non-profit environment with knowledge of government grants.
- Knowledge of accounting software; MIP accounting software knowledge preferred
- Knowledge of MS Office
- Strong organizational ability

Disability Rights North Carolina is a 501(c)(3) nonprofit organization based in Raleigh. Its team of attorneys, advocates, paralegals and support staff provide advocacy and legal services at no charge for people with disabilities across North Carolina.

As the state's federally mandated protection and advocacy system, Disability Rights North Carolina is charged with protecting the rights of children and adults with disabilities living in North Carolina.

Disability Rights NC is an Equal Opportunity Employer of protected veterans and individuals with disabilities. We do not discriminate in any aspect of employment with regard to race, color, religion, sex, sexual orientation, national origin, age, disability, or veteran's status or any other characteristic protected by state or federal law.

Disability Rights NC offers a salary competitive with other North Carolina nonprofits. The comprehensive benefits package includes paid time off, health, dental, vision, 403(b) plan, life insurance and disability coverage.

Send a detailed letter of interest explaining your qualifications and your resume to [resumes.hr@disabilityrightsn.org](mailto:resumes.hr@disabilityrightsn.org). No phone calls please.

**Closing date: March 17, 2017 or until filled.**