



## **Director of Finance**

Greene Lamp Community Action Agency-An Equal Opportunity Employer  
Kinston, NC 28501

### **Salary Range**

\$32.50 - \$36 per hour

### **Job type**

- Full-time

### **Benefits**

- Health insurance
- Dental insurance
- Vision insurance
- Life insurance

### **Pre-Employment Requirements**

- Criminal Background Check
- Annual Physical
- TB Skin Test
- Proof of COVID-19 Vaccination

### **Job Duties**

- Keeps the Executive Director and Board of Directors abreast of the organization's financial status.
- Supervise and provide guidance to the Fiscal Department
- Promotes and fosters a healthy and cooperative work environment.
- Develops standard accounting analysis and reporting procedures to exercise overall financial controls.
- Develops and maintains a computerized accounting system using MIP (Abila) Accounting software that provides accurate and timely financial information.
- Develops and implements agency fiscal procedures. Manage financial strategies and activities.
- Develops and adjusts cost allocations, and the indirect cost rate for the agency and its various programs.
- Works with the Program Directors to assure that purchases and other expenditures are within budget guidelines, follow agency procedures, and are allowable costs.
- Prepares financial statements for auditors.



- Prepares accurate and timely monthly financial reports for the Board of Directors, Policy Council, Executive Director, Program Directors, and agency funding sources.
- Oversees cash management and asset management
- Administers cash flow planning and ensures availability of funds on hand as needed.

### **Education and Experience Qualifications**

- Master's Degree in Business Administration, Accounting, or related area,
- Experience in supervision, planning, and budgeting or equivalent combination (minimum 4-year degree) of education and experience.
- Minimum of five years in accounting experience and or training required
- Experience in non-profit program implementation
- Experience in MIP (Abila) Accounting software
- Proficient in Microsoft Office applications

### **Physical Requirements**

- Prolonged periods of standing, bending, stooping, and reaching.
- Must be able to lift 30 pounds.
- Mental and visual concentration required for preparing and analyzing data