

Position Description
Choanoke Area Development Association, Inc.

Position	Interim Finance Director	Date:	May 2025
Overtime Status	Exempt	Grade:	4
Salary Range			
Site Location	Administration Office – Rich Square		
Department	Finance		
Reports to	Executive Director		

Qualifications:

Graduation from a four-year college or university with a degree in Accounting, Business Administration, Finance or related field and at least 3 years experience in nonprofit finance and accounting including grants accounting and supervision; or an equivalent combination of education and experience. Prefer MBA and/or CPA, but not required. Must have a thorough knowledge of NC General Statutes and of federal and state laws and regulations related to financial practices and procedures. Ability to evaluate financial systems and formulate and install accounting methods, procedures, forms and records and operate and manage related computer systems. Ability to design and prepare analytical and interpretative financial statements. Ability to conduct long range fiscal planning and to learn, teach, and apply continuous process improvement approaches. Ability to establish and maintain effective working relationships with the public. Must be accurate and thorough in the analysis and preparation of financial records and reports.

Basic Functions:

The Finance Director plans and administers the process for the receiving, disbursing, and accounting of revenues and expenditures. Work involves supervision of and participation in the purchasing, accounting and payroll operations. Performs specialized accountant level work in the preparation and analysis of financial reports, budget preparation, grant accounting, and posting of revenues. Must exercise considerable independent judgment and initiative in planning and directing the fiscal control system. Work requires creative leadership, team work, and collaboration skills. Work is performed in accordance with established nonprofit finance procedures, grant requirements, and related laws and guidelines. Work is performed under the general supervision of the Executive Director and is evaluated through conferences, reports, and an independent audit of financial records.

Specific Functions:

1. Plans, organizes, and supervises the operations of the Finance Department, including disbursement and accounting of funds, preparation of the payroll and maintenance of payroll and time records, and preparation of monthly, periodic and annual reports.
2. Supervises department staff in the classifying and coding of receipts, expenditures, transfer of funds, and posting items to the general ledger.
3. Coordinates contracts with the outside vendors; defines software needs, monitors program expenditures, supervises establishment of records on computer.
4. Coordinates annual general operating budget; works with each program head to project revenues and expenditures; reviews budget requests for accuracy and justification of

resource allocation and expenditures; assists Executive Director and Board in directing the formulation of financial policies and in the final preparation of the budget.

5. Monitors and audits transactions and provides financial technical assistance to staff
6. Manages the receipt of all revenues, posts all revenues and expenditures.
7. Reviews and monitors on-going administration of budget, accounting and billing processes; reviews budget systems and develops methods for improvement.
8. Assists the program monitors when agency monitoring occurs.
9. Assist the auditors during the annual audit of financial records; following up on findings to improve financial systems.
10. Serves as a member of the senior management team in identifying mission, vision and values for the organization; creates and revises financial systems consistent with organizational mission and purpose; provides high quality service to internal customers.
11. Insures compliance with grant regulations, laws, and related financial integrity.
12. Assists Executive Director with risk management.
13. Submits to the Executive Director and Board members monthly statements of the financial condition of the agency. Reviews each program's revenue and expenditure reports with Program Managers; and analyzes actions, discusses, and documents rationale and justification for actions.
14. Creates a high performance team in the department focused on balancing organizational financial integrity and internal customer service.