



## Financial Director/Grants Manager

Volunteer NC is currently looking for a Financial Director/Grants Manager to join our team. If you have solid organizational skills, the ability to set goals and priorities, and the desire to work in a collaborative team atmosphere in Raleigh, NC, this may be the position for you.

### Position Summary

The person in this role will oversee all aspects of Volunteer NC's finance activities, including, but not limited to:

- the supervision of financial staff,
- management of workflow to ensure timely processing of all accounts payable and accounts receivable,
- preparation and monitoring of grant budgets,
- development of internal control over grantee and sub-grantee expenditures,
- assessment of risk and related performance of sub-grantee site and desk reviews,
- interaction with the Corporation for National and Community Service (CNCS) and with the North Carolina Office of Budget and Management and
- collaboration with other members of Volunteer NC's leadership team on policies and procedures and strategic planning.

### Desired Skills and Experience

- A Bachelor's degree in Accounting, or related discipline is preferred.
- Experience in monitoring federal grants and ensuring federal and state compliance.
- Knowledge of the Code of Federal Regulations (CFR) and ability to research a variety of CNCS directives to ensure compliance.
- Experience in analyzing nonprofit financial audits to determine viability of programs and appropriately assess risk.
- Excellent time management skills with the ability to manage and supervise others.
- Proficiency in nonprofit accounting and related software systems and in Microsoft Excel.
- Ability to perform all duties accurately and efficiently without direct supervision.
- Working knowledge of generally accepted accounting principles.
- Experience providing financial management training and technical assistance.
- Ability to travel overnight on occasion.
- Strong written/oral and interpersonal skills.

Volunteer NC's official name is the North Carolina Commission for Volunteerism and Community Services. Employees of the Commission are employees of the Office of the Governor and serve at the pleasure of the Governor as outlined in G.S. 126-5(c1)(6). The position is not subject to the State Personnel Act other than Article 6, Equal Employment and Compensation Opportunity, and Article 7, Privacy of State Employee Personnel Records. All staff report to the Executive Director who reports to the Deputy Chief of Staff. The Commission is the lead agency for volunteerism and national service for North Carolina.

Volunteer NC annually administers over \$10M in federal, state and matching funds to deliver high-impact national service and volunteer programs in North Carolina. For more information about our organization, please visit us at: [www.volunteernc.org](http://www.volunteernc.org)

To apply for this position, please send your resume to [volunteernc@nc.gov](mailto:volunteernc@nc.gov).