



5535 Albemarle Rd, Charlotte, NC 28212
Telephone: (704) 376-1600 ♦ Fax: (704) 376-8627

POSITION NOTICE

Full Time

Accounting and Finance Manager

Position Summary:

Reporting to the Chief Financial Officer (CFO), the Accounting Manager is an integral member of the Charlotte Center for Legal Advocacy's (Advocacy Center) Administration team and is responsible for leading all finance, accounting, and reporting activities. This position will work alongside the CFO in providing accurate and timely financial information to key stakeholders and will work closely with senior leaders throughout the organization.

The Accounting Manager will manage the day-to-day financial operations of the organization's \$6 million budget and will supervise staff members with functional responsibility in the areas of financial and administrative operations. This role will ensure that CCLA has systems and procedures in place to support effective program implementation and efficient utilization of resources.

Responsibilities:

- Manage all accounts, ledgers, and reporting systems, ensuring compliance with appropriate GAAP standards and regulatory requirements
- Maintain internal control and safeguards for receipt of revenue, costs, and program budgets and actual expenditures
- Serve as cash manager for the organization, directing all cash management operations to include daily cash administration, management of current accounts and bank relations. Review and drive improvements in cash management, ensuring financial obligations are met in accordance with the organization's policies and procedures.
- Coordinate all audit activity to ensure transparency and full disclosure regarding all financial-related activities and requests as well as compliance with GAAP concepts and rules
- Consistently analyze financial data and present internal and external financial reports in an accurate and timely manner. Clearly communicate monthly, quarterly,

and annual financial statements; monitor progress and changes and keep senior leadership abreast of CCLA's financial status.

- Assist the Advocacy Center's leadership in the annual budgeting and planning process; administer and review all financial plans and compare actual results to identify, explain, and correct variances as appropriate.
- Support the CFO in engaging the board's finance committee around issues and trends in financial operating models and delivery.
- Lead all financial, project/program and grants accounting activities; ensure that expenditures are consistently aligned with grant and program budgets throughout the grant/fund period; collate financial reporting materials for government, corporate, and foundation grants.

Qualifications:

- Bachelor's Degree plus five years' experience in accounting/financial management, or equivalent combination of education and experience
- Demonstrated understanding of sound accounting and financial management principles
- Proficient in MS Office, advanced proficiency in Excel
- Experience with accounting software (i.e. QuickBooks)
- High level of accuracy and attention to detail
- Ability to demonstrate effective communication skills both verbally and in writing
- Ability to analyze and interpret policy and procedural questions
- Ability to handle sensitive information in a confidential manner
- Excellent interpersonal skills and the ability to work effectively with a wide range of constituencies
- Experience working in a non-profit
- Knowledge of grant or fund accounting principles
- Industry relevant certifications or licensure
- Passion for social justice and the mission and vision of Charlotte Center for Legal Advocacy

Classification:

This position is classified as a full-time, exempt position with a competitive salary based upon experience.

Charlotte Center for Legal Advocacy offers a generous leave and benefits package, including medical, dental, and vision coverage at 100% for employees, 22 paid days of General Leave, a minimum of 11 paid holidays, and 100% employer-paid professional liability.

To Apply:

Qualified applicants should send a cover letter and resume to careers@charlottelegaladvocacy.org

Charlotte Center for Legal Advocacy (Advocacy Center) is committed to the full inclusion of all qualified individuals. As part of this commitment, it is the policy of the Advocacy Center to provide reasonable accommodation when requested by a qualified applicant or employee with a disability, unless such accommodation would cause an undue hardship. The policy regarding requests for reasonable accommodation applies to all aspects of employment, including the application process. If reasonable accommodation is needed, please contact Kirsten Morris at kirsten.morris@charlottelegaladvocacy.org

Charlotte Center for Legal Advocacy provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.