

**Vacancy**  
**Finance/Administrative Director**

**Summary of Duties:**

Responsible for processing payroll, benefits, taxes, bank reconciliation, receivables, payables, reporting, and staff supervision.

**Qualifications:**

Bachelor's degree in accounting, business management, or related field and 2+years of accounting, preferably in a non-profit setting. Proficient in Quickbooks Nonprofit or Pro. Understanding of nonprofit accounting and grants management.

Requires experience in management, budget development and implementation, and supervision. Must possess interpersonal skills, written and verbal communication skills, supervisory ability, organizational skills and leadership ability. Must be able to work independently, assume professional responsibility for planning, management and outcomes, and make independent decisions. Must be able to manage details, employ flexibility, and meet deadlines. Must be sensitive to the issue of domestic violence and have a commitment to the mission of the agency.

We hire based upon life experiences, work experience, professional training and education. We hire without regard to race, color, religion, sex, age, national origin, political affiliation, sexual identity or any other non-performance factor.

**Salary/Benefits/Schedule:**

Salary rate: \$48,672 annually. Current benefits include Health, Dental, Life and Disability Insurance, Pension Plan and Paid Leave. The schedule is mostly Monday-Friday 9 am-5 pm, with flexibility required for other hours.

**To Apply:**

Mail cover letter and resume with three references, postmarked by January 30, 2024 to:

Vacancy: Finance Director  
Domestic Violence Shelter and Services, Inc.  
P.O. Box 1555  
Wilmington, NC 28402-1555

Or submit resume and cover letter via email to [dvssgrants@gmail.com](mailto:dvssgrants@gmail.com) by January 30, 2024.

No phone calls, walk-ins, or faxes please. EOE