

Domestic Violence Shelter and Services, Inc.

P.O. Box 1555 Wilmington, NC 28402
(910) 343-0703 Fax (910) 343-9388
www.domesticviolence-wilm.org



Vacancy Finance/Administrative Director

**Join our team and help us make a meaningful difference in people's lives!
Working at Domestic Violence Shelter and Services (DVSS) is a uniquely rewarding experience. Our agency was established in 1986, and provides services for survivors of domestic violence, and focus on the elimination of domestic violence in our community. Our staff and volunteers work collaboratively to support those seeking support to break the cycle of domestic violence.**

The Director of Finance and Administration will be a critical resource in the management of our agency's financials, and report to the executive director (ED). The successful candidate will be a hands-on and participative professional that will support the following areas: finance, payroll, benefits, taxes, bank reconciliation, receivables, payables, reporting, and office staff supervision.

The Director will partner with the senior leadership team and the board to help DVSS maintain its robust and compliant financial operation. This is a great opportunity for a finance professional to maximize and strengthen the internal capacity of a well-respected, high-impact organization.

Summary of Duties:

Has overall responsibility for proper maintenance of agency financials, including grant accounting. Responsible for processing payroll, benefits, taxes, bank reconciliation, receivables, payables, reporting, and administrative staff supervision. Will assist in developing agency budgets, support agency financial audits, and work with the ED and Board of Directors to ensure proper submittal of agency taxes and financial reports.

Required Qualifications:

- Bachelor's degree in accounting, business management, or related field
 - At least 4 years of experience in finance, accounting or financial grant management.
 - Proficient in Quickbooks or similar accounting software.
 - Strong interpersonal skills, written and verbal communication skills
 - Supervisory and leadership ability.
 - Ability to assume professional responsibility for planning, management and outcomes, and make independent decisions.
 - Ability to manage details, employ flexibility, and meet deadlines.
 - Sensitivity to the issue of domestic violence and commitment to the mission of the agency.
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Desired Qualifications:

- Certified Public Accountant (CPA)
- Experience with non-profit finance / accounting.
- Proficient in Quickbooks Nonprofit or Pro.
- Understanding of nonprofit accounting and grants management.
- Experience in management, budget development and implementation, and supervision.

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: \$50,016 annually. Current benefits include Health, Dental, Life and Disability Insurance, Pension Plan and Paid Leave. The Finance Director will work at our Open Gate Center offices. The schedule is mostly Monday-Friday 9 am-5 pm, with flexibility required for other hours.

To Apply:

Submit resume, cover letter and references via email to dvssgrants@gmail.com by November 22, 2024.

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