



Purpose: The will support the organization's mission and vision by exhibiting the following behaviors: excellence and competence, collaboration, innovation, respect, trustworthiness, accountability and commitment to the community. The C&A Coordinator will provide professional leadership by performing duties supporting the accurate maintenance and processing of financial data.

Position Summary: Perform a variety of contracting and accounting duties to assist the Fiscal Manager, including reviewing financial reports, assisting with budget preparation and analysis, reconciling accounts, monthly and year-end closing tasks, and assisting with other projects assigned. This position will collaborate with team members throughout the organization. Requires strong nonprofit accounting skills, grant and contract management experience, accurate attention to detail and excellent communication skills.

Responsibilities: In accordance with agency policies & procedures, coordinate with Fiscal Manager to perform the following:

1. Accounting Coordination

- Support coding of invoices, deposits, and journal entries based on source documentation.
- Prepare expenditures for payment, maintaining necessary accounting invoices and records.
- Review documentation to ensure accuracy. Process, track and distribute payments.
- Assist in payroll, employee benefits and leave accrual processing and management.
- Assist in managing agency insurance policies (property, liability, fidelity bond and auto).

2. Contracts Coordination

- Support management of income and expenditures to ensure accordance of goals within contractual agreements. Review payment requests and submit for processing.
- Develop contracts and Memorandums of Agreement for service delivery. Support the coordination of any following amendments or extensions of contracts.
- Complete annual fiscal monitoring of contracted service providers, and prepare documentation.
- Maintain accurate contract files and documentation.

3. Internal/External Reporting

- Ensure financial reporting is processed and compiled accurately and on a timely basis.
- Assist Fiscal Manager in audit preparation, and in preparation and submission of required reports to funders.
- Assist Fiscal Manager in developing financial reporting forms and provide technical assistance as needed to staff and contractors on completing reports and forms.
- Track and maintain accurate, documented cash and in-kind contributions.
- Prepare and/or review financial reports, tax information, purchase orders, timesheets and payroll information, invoices, and other financial documentation necessary for the accounting and contract management of BRPFC.
- Maintain and monitor the agency's fixed assets to ensure accountability for property.
- Make effective recommendations for appropriate changes and improvements. Generate useful ideas in improving departmental efficiency and value-added service to the organization.

4. Human Resources:

- Support the preparation and processing for payroll submission, reconciling timesheets to actual payroll and ensure audit requirements are met.
- Assist in the preparation of schedules for annual Form 990 tax return, audits and the annual Workers Compensation Payroll Report.
- Administer employee benefits programs and manage employee enrollment.

- Onboard new employees and offboard employees with benefits, filing appropriate paperwork.
- Adhere to federal and state laws regarding personnel.

Conduct other tasks, as needed, for effective accounting and contract management for the organization. Effectively perform assigned projects to meet desired objectives and deadlines.

Position reports to the Fiscal Manager, and assigned work station will be in the Fiscal Manager's office in Avery County.

Qualifications:

Associate's or Bachelor's degree in business, finance, accounting, or a related field; with consideration for equitable experience of 2-4 years in nonprofit or governmental accounting. Excellent mathematical skills; understanding of data privacy standards; confidentiality; integrity; honesty and strong communication skills (both written and verbal) are necessary. Strong candidates will exhibit superior attention to detail, organizational and planning skills, and analytical abilities. Proficiency in developing spreadsheets and word documents for the professional setting is required. Successful applicants must be comfortable working independently, while maintaining multiple responsibilities under strict deadlines. Occasional work at agency community outreach events after business hours or on weekends may be required.

A valid motor vehicle operator's license and dependable personal transportation is required.

This position is designed as full-time, with group health insurance and retirement benefits available, and a pay range of \$16.75-\$21.50/hour