



Job Description

Finance and Administrative Manager

Job Title: Finance and Administrative Manager
Reports to: Executive Director
FLSA Status: Exempt
Effective Date: September 27, 2022
Approved by: Executive Director

The Blue Ridge National Heritage Area Partnership seeks a **Finance and Administrative Manager** to manage the finance and accounting aspects of the organization, has a passion for their work, wants to be part of a dynamic small team of employees, demonstrates integrity and a good work ethic and supports the mission of the Blue Ridge National Heritage Area Partnership.

Job Summary:

1. Oversee and implement the accounting operations for the Blue Ridge National Heritage Area Partnership including accounts payable, accounts receivable, bank reconciliations, payroll, and staff benefits.
2. Prepare all federal and state financial reporting forms and ensure compliance with all federal, state and local requirements.
3. Produce the annual budget and forecasts and make recommendations for long and short-term financial objectives and policies for the organization.
4. Review BRNHA contracts for accuracy.
5. This position will also lead the organization's effort to transition from Peachtree accounting software to QuickBooks during 2022.
6. Some travel to board meetings and other key programs throughout the region may be required.
7. This is a full-time position working 40 hours a week.

About the Blue Ridge National Heritage Area:

The Blue Ridge National Heritage Area is a federally designated 25-county region of Western North Carolina recognized for its nationally significant natural and cultural resources. The BRNHA Partnership is a 501(c) 3 nonprofit charged with preserving, interpreting and sustainably developing music, craft, natural, agricultural and Cherokee heritage assets within the designated area.

The Blue Ridge National Heritage Area is funded by a federal grant that is matched 1:1 with other funds that are not federal, as well as a variety of grants, sponsorships, earned revenue, and donations.

An 18-year-old organization, BRNHA is based in Asheville, North Carolina at the regional Blue Ridge Parkway

Visitor Center with a satellite office currently located at the NC Department of Natural and Cultural Resources Western Office at 176 Riceville Road, Asheville. The location of the satellite office will change within the next six to nine months.

Essential Job Functions:

Financial Management and Accounting Responsibilities:

- Maintain a documented system of accounting policies and procedures and establish internal controls over accounting transactions to minimize risks.
- Maintain the chart of accounts.
- Prepare monthly financial statements in accordance with generally accepted accounting principles, and ensure their accuracy and timeliness.
- Ensure compliance with any and all financial and contract reporting requirements for private or public funding, licensing, or regulatory agencies.
- Assist in the preparation of annual budgets, cash flow projections and year-end close out.
- Staff the Finance Committee of the BRNHA board of directors as needed.
- Ensure proper preparation for and assist with the annual financial audit and the preparation of the annual 990.
- Issue annual 1099s.
- Allocate costs to federal grant appropriations and other grants received across multiple grant years based on grant budgets.
- Review all receipts and disbursements, ascertain correct account distribution, and ensure all support documentation is accurate and in order.
- Prepare application for the annual renewal of Charitable Solicitation License and provide financial reporting for annual audit of workers compensation insurance.
- Assist in resolving accounting and financial challenges and/or issues.
- Ensure that all financial related deadlines are notated on the annual work plan and calendar.
- Work with BRNHA staff to manage retail inventory and conduct an annual inventory of retail products.
- Work with BRNHA Executive Director to prepare and run budget calculations and reports for strategic financial decision-making and assist in preparing special costs studies as needed.
- Work with the Grants Manager and grantees to ensure compliance with federal requirements for reimbursements.

Bookkeeping Tasks:

- Prepare, record, and process accounts payable and cash disbursements.
- Prepare, record, and process accounts receivable and cash receipts and prepare bank deposits.
- Prepare allocation tables for indirect expenses and revenue items as needed.
- Perform monthly bank reconciliations.
- Prepare and process payroll and deductions schedules including:
 - Recording payroll and payroll taxes from reports provided by payroll service.
 - Preparing and recording retirement contributions.
 - Calculating payroll deductions for employee insurance options.
 - Working with payroll service to add or update employee information.
 - Reviewing quarterly payroll reports and annual W-2s.
- Post accounts to the General Ledger for accounts receivable, cash receipts, accounts payable, cash disbursement and payroll.
- Prepare invoices, monitor payments, and resolve payment issues.
- Prepare ongoing reports for general ledger trial balance, check register, adjusting journal entries, budget-to actual reports, monthly financial reports, and financial reports for federal, state and private grants.

Administrative Management:

- Work with the BRNHA Office Assistant to manage an inventory of all BRNHA equipment.
- Work with the BRNHA Executive Director to manage the BRNHA Password List and update as needed.
- Manage BRNHA benefits plan and communicate plan with employees.
- Prepare minutes for Finance Committee meeting as needed.
- Record staff time sheet allocations for specific program and grant reporting.

Qualifications:

- Thorough understanding of nonprofit accounting, bookkeeping, and financial information requirements.
- Degree in accounting or equivalent education/experience. CPA preferred.
- Minimum five years previous nonprofit accounting experience.
- Excellent organizational and time management skills.
- Excellent written and verbal communications skills.
- Attention to detail a must.
- Superior knowledge of Microsoft Office Suite, proficient in accounting software, experience with QuickBooks and Peachtree software preferred.
- Familiarity with human resources recordkeeping and best practices a plus.
- Understanding of hardware and software systems that support nonprofits a plus.

Interpersonal Skills:

- Passion for making a difference and appreciating Western North Carolina's natural and cultural resources.
- Ability to work collaboratively and be responsive within a small team and foster positive relationships.
- Strong work ethic and a desire to produce high quality work.
- Ability to professionally represent BRNHA at meetings with elected officials, funders and the public, as needed.
- Capacity to work in a fast-paced environment and maintain positive attitude, attention to detail and meet deadlines.

Working Environment and Physical Demands:

- Work in an office environment and working on computer.
- Must use personal vehicle for travel with federally approved mileage reimbursement.
- May occasionally lift and/or move up to 15-20 pounds.
- Close vision is required as well as an ability to speak and hear clearly.
- Some walking or standing may be required and position will have to sit and reach with hands and arms. Good eye/hand/foot coordination required.

Certificates and Licenses:

The employee is required to have a North Carolina Driver's License and show proof of automobile insurance. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions of the job.

To be considered for this position, please submit a resume, cover letter, and three references to Cindy Blankenship at cindy@blueridgeheritage.com.

Job position remains open until filled.

Equal Opportunity Employer (EOE).

Dated: September 2022