

Position Description

Title	Director, NCMSF Finance (NC Medical Society Foundation)
Category	Director
Level	Experienced
Reports to	VP, Finance and Administration
Date	3/1/2022
Purpose Statement	
The Director of Finance manages the overall financial health and compliance of the NCMS Foundation, a 501c3 organization, including accounting, budgeting, policies, institutional audits and disbursement of funds from restricted and unrestricted funds.	
Qualifications	
Experience	<ul style="list-style-type: none"> • Minimum five (5) years’ experience in accounting in a 501c3 organization. • Supervisory or lead experience. • Technical knowledge and skills in the modern principles, practices and methods of non-profit accounting, finance, grants management, and budget management. • Strong interpersonal, written and verbal communication skills. • Budget management experience.
Education	<ul style="list-style-type: none"> • Bachelor’s Degree or higher in Business Administration, Accounting, Financial Management, or related field. • Certified Professional Accountant (CPA) license preferred.
Technology	<ul style="list-style-type: none"> • Microsoft Office software (Word, Excel, Outlook, PowerPoint). Experience with Raiser’s Edge, Financial Edge and QuickBooks desirable.
Key Result Areas	

<p>Finance Management</p>	<ul style="list-style-type: none"> • Ensure that the financial objectives of programs align with NCMSF mission and goals, including restricted and unrestricted funds. • Collaborate with Program Directors in budget planning and management; provide consultation on individual program needs and relation to the NCMSF's overall goals, financial position, and funding abilities. • Ensure appropriate NCMSF salary allocation (to grants, programs or NCMS, if budgeted by NCMS). • Participate in the evaluation of new programs/projects to ensure operational, technological, and financial needs are met. • Support presentation of NCMSF's financial health and needs to leaders, donors, and grantors.
<p>Restricted Funds Management (Contracts/Grants)</p>	<ul style="list-style-type: none"> • Manages fiscal aspects of contracts, grants and negotiated agreements. • Develop standard program criteria and contract language for NCMSF contracts and grants. • Collaborate with Program Directors on grant and contract development to support revenue and expense needs such as salaries, direct and indirect expenses (current standard is 15%). • Configure accounting system to track costs of each grant and contract separately, instead of in the aggregate. Provide monthly reporting to Program Directors and Leadership. • Ensure grant compliance and support reporting needs. • Assess opportunities for growing NCMSF via contract and grants management.
<p>Unrestricted Funds Management</p>	<ul style="list-style-type: none"> • Collaborate with Development Team and Leadership on unrestricted funding needs and management. (Current cash balance goal is \$500,000).
<p>Accounting</p>	<ul style="list-style-type: none"> • Monitor department finance to ensure appropriate resource allocation. • Manage organizational cash flow and forecasting. • Maintain NCMSF accounting system and records to ensure compliance with accounting regulations, tax rules and donor agreements. • Utilize ADP to highest level to ensure that we are tracking time correctly and comply with donor agreements and tax regulations. • Provide accounting information to support needs of grantors (such as the NCPRO, Physicians Foundation, KBR). • Execute Community Practitioner Program (CPP) payments monthly. • Manage payables and check runs. • Reconcile investment statements. • Provide monthly financials for staff and NCMS Board of Trustees.

Audit	<ul style="list-style-type: none"> • Lead the annual audit process. Coordinate with external auditors and committees. • Prepare NCMSF for audit by February 1, with goal of audit report delivery prior to May 31. • Protect corporate separation of NCMS and NCMSF as entities in the audit process. (Such as ensuring financial statements do not indicate that the Foundation is controlled by NCMS). • Ensure “arms-length” evaluation of transaction between NCMS and NCMSF to comply with regulatory and tax regulations.
Unrelated Business Income Tax (UBIT)	<ul style="list-style-type: none"> • Monitor UBIT impact on current unrestricted funds and new sources of revenue.
Sales Tax	<ul style="list-style-type: none"> • File sales tax returns. • Evaluate sales tax implications on existing revenue sources and new revenue sources.
Technology	<ul style="list-style-type: none"> • Ensure that the NCMSF database complies with minimum technology standards, such as NIST, COBIT, etc). • Arrange for third party audits to ensure that controls are adequate where necessary. • Ensure compliance with regulations and technology standards for any HIPAA protected data. • Manage Raisers Edge software and provide backup to RE Administrator role, if needed.
New Projects	<ul style="list-style-type: none"> • Proactively participate in the development of new grants/new contracts/new projects. • Develop process for addressing unanticipated expenses. • Review the availability and process for utilizing and managing outside consultants.
Strategic Commitment	
<p>A. Understand NCMS Enterprise vision, mission, goals, and values.</p> <p>B. Actively promote NCMS Enterprise to members, non-members and other stakeholders.</p> <p>C. Support an environment that encourages teamwork; open, honest and respectful communications; and where every team member is valued and accountable.</p>	
Growth Opportunities	

This position has 3 levels: experienced, advanced, and senior. Progression through the levels is dependent on years of experience, performance, and skill development and the following:

- Education: *Example:* seeking additional education and training relevant to their job responsibilities (or something to that effect), perhaps put interaction with a mentor here.
- Experience: *Example:* years of relevant work experience, relevant skill development, level of sophistication in decision making (low, shared, independent);
- Responsibility: *Example:* able to do all that is expected, willing and able to assist others, taking on new responsibilities.
- Performance: *Example:* are you not meeting, meeting, or exceeding your strategies and tactics.
- Tools for growth include the Insights Discovery psychometric tool and participation in NCMS Grows.

Employee Signature	
Date	