

Position Description

Title	Manager, Financial Operations - NCMS Foundation
Category	Manager
Reports to	Director, Finance and Administration-NCMS
Salary Range	\$72,500-\$80,000
Purpose Statement	
The Manager, Financial Operations manages day to day financial transactions of the North Carolina Medical Society Foundation (NCMSF) and other affiliated organizations. Processes accounts payable and receivables, reconciles bank statements, performs accounting and audit functions and other financial administration of the Enterprise	
Qualifications	
Experience	Minimum five (5) years' experience in accounting and finance functions. Demonstrated abilities include: <ul style="list-style-type: none"> • Interpersonal communication and leadership • Technical knowledge and skills in the modern principles, practices and methods of organization, accounting, finance and audit. • Experience preferred in non-profit management of accounting functions
Education	Bachelor's Degree or higher in Business Administration, Accounting, Financial Management, or related field.
Technology	Microsoft Office software (Word, Excel, Outlook, PowerPoint). Experience with Raiser's Edge, Financial Edge and QuickBooks desirable.
Key Result Areas	
Accounting Management	<ul style="list-style-type: none"> • Process financial transactions including accurate coding and processing weekly/monthly payables including matching purchase orders and invoices, follow-up on outstanding checks, and issuing year-end Form 1099s for vendors. • Maintains chart of accounts and defining accounting policies and procedures. • Process all aspects of monthly close of financial records. • Retrieve necessary month-end statements for monthly closeout process. • Reconcile all asset accounts, including bank statements. • Prepare journal entries. • Prepare financial statements and send to Director for review/approval. • Maintain monthly closeout checklist and exception journal entry log. • Manage online information maintenance/access (Financial Edge, Raiser's Edge). • Provide expense information to Director for review/ approval. • Comply with system of internal control with auditors; provide information for annual audits. • Process quarterly and bi-annual tax reporting. • Maintain a variety of reports, records and files.
Strategic Commitment	

- A. Understand NCMS Enterprise vision, mission, goals, and values.
- B. Actively promote NCMS Enterprise to members, non-members and other stakeholders.
- C. Support an environment that encourages teamwork; open, honest and respectful communications; and where every team member is valued and accountable.