




FRANKLIN VANCE WARREN  
**OPPORTUNITY INC.**

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**Franklin-Vance-Warren Opportunity, Inc.**  
**Finance Director**

**Organization**

The purpose of Franklin-Vance-Warren Opportunity, Inc. (“FVWO” or “Organization”) is to provide self-sufficiency services to low-income families and individuals in the Franklin, Granville, Nash, Vance, Person and Warren counties. Programs administered by the Organization are both federally and state-funded and include Head Start, Community Services Block Grant, Section 8, Weatherization and others with a total budget of approximately \$10 million. FVWO’s board serves as the board of directors for Franklin-Vance-Warren Housing of Franklin County, Inc., d/b/a Green Hill Manor, a low income housing apartment complex subject to HUD regulations.

**Position**

FVWO is seeking a talented Finance Director to join its team. The Finance Director will be responsible for all aspects of the organization’s accounting and financial functions, working closely with the CEO to drive strategic operations.

The CFO should be a leader in financial analysis, audit processes, asset management, and compliance with local, state, and federal regulations. In addition, this person should be an expert at providing strategic vision and oversight for all functions of the organization’s fiscal office, including bookkeeping, accounts payable, payroll, donation reconciliations, staff management, and accurate tracking of funding sources and funding allocations.

Responsibilities include:

- Ensure accounting procedures and internal controls are in place and functioning in accordance with generally acceptable accounting procedures (GAAP), IRS, and other grantor requirements;
- Serve as the primary resource for all finance related information and data about the organization;
- Manage the accounting and HR functions of the Organization; providing on-going professional development, performance evaluation, and support to ensure team members’ success;
- Ensure the accuracy and integrity of all financial functions
- Oversee all accounts, ledgers, and reporting systems ensuring compliance with appropriate GAAP standards and regulatory requirements, and monitor the use of all funds.

- Ensure the timely reporting of financial activities to all stakeholders, including the federal government;
- Oversee and negotiate relationships with various providers of services (auditors, bankers, insurance providers, etc.);
- Lead an effective annual budgeting process, which includes managing, monitoring, reporting, and forecasting expenditures;
- Manage organizational cash flow forecasting by working in partnership with the program managers; continuously collaborate with program managers to assess the financial efficacy of program operations and establish finance and administrative systems to support program operations.
- Collaborate with departments to ensure prudent financial management of federal dollars.
- Oversee annual Uniform Guidance Audit;
- Provide oversight and guidance to ensure the effective and efficient operations of the department;
- Provide leadership to ensure the long-term stability and growth of the organization;
- Enhance the finance department's use of technology to create efficiencies;

## **Qualifications**

The CFO will be a seasoned and mature leader with at least 3 years of broad finance experience as well as experience in gathering and evaluating financial information and making actionable recommendations to senior leadership. The ideal candidate will have experience managing finance (accounting, budgeting, control, and reporting), and HR, for a variety of nonprofit entities.

### **The Finance Director will have the following experience and attributes:**

- Baccalaureate degree in accounting, business, fiscal management, or a closely related field; CPA or MBD preferred but not required.
- At least three (3) years relevant experience in financial management and accounting— preference given to candidates with prior success in nonprofit finance positions involving the management of multi-million-dollar budgets, federal grants, and complex allocations;
- Exceptional verbal and written communication skills;
- Knowledge of not-for-profit accounting standards;
- Experience managing and overseeing an organization's annual audit;
- Demonstrated excellence in managing finance, accounting, budgeting, control, and reporting.
- Excellent computer skills, including office/finance programs;
- Results-oriented and able to identify and implement processes, systems, and efficiencies that support the continuous improvement of the finance function;
- Strong analytical skills and experience interpreting a strategic vision into an operational model.
- A collaborative and flexible style, with a strong service mentality. Needs to be seen as a team player who is committed to lifelong learning.
- A hands-on manager with integrity and a desire to work in a dynamic, mission-driven environment.
- Strong commitment to developing team members.
- Demonstrated commitment to the social sector with a passion for the organization's mission is essential.

*Pay will be based on experience and education.*

**If interested, submit your resume to [feliciacoleman@fvwopp.com](mailto:feliciacoleman@fvwopp.com)**