



**JOB TITLE:** Administrative and Finance Specialist  
**REPORTS TO:** Executive Director  
**LOCATION:** Raleigh, NC  
**Hours:** **Full-time (40 hours); some evening and weekend work required**

**Position Summary:**

Under the supervision of the Director of Finance & Development, the Financial and Administrative Specialist will be responsible for a portion of the agency's accounting and grant reporting functions, general office administration, and assistance with projects. This will include accounts receivable, preparation of cost reimbursement reports to grantors, maintaining membership and donor records, serving as the first point of contact at the agency and assisting with administrative, financial, membership, and board of directors' projects. In addition, this position will assist the Operations Director with the annual audit process.

**Primary Job Responsibilities:**

- Serve as first point of contact for those contacting and visiting the NCCASA;
- Answer incoming phone calls and transfer to the appropriate staff member; check and respond to voicemail each day. Refer callers to the appropriate services when necessary;
- Assist in preparations monthly cost/reimbursement reports to grantors;
- Provide support for administrative aspects of grant applications and reports, as needed;
- Process deposits in a timely manner (including paypal transactions);
- Assist with issuance of invoices;
- Assist with gathering information for annual audit;
- Maintain an up to date membership database and spreadsheets;
- Prepare membership renewal letters and member and donor thank you letters;
- Assist with logistics for organization's fundraising and outreach events;
- Assist board of directors with fundraising, recruitment, corporate sponsors, and outreach;
- Assist with board of directors forms, orientation packets, copies, etc as needed;
- Assist with special financial & other projects (as needed)
  
- **Other:**
  - Serve as backup for other administrative staff as needed;
  - Participate in staff meetings, in-service trainings, and perform other duties as assigned;
  - Participate in the staff regional technical assistance representative plan as requested;
  - Along with most staff members, assist with semi-annual Membership Meetings, bi-annual Conference and other events as needed (overnight travel limited to Membership Meetings and Conference)

**Qualifications:**

1. At least 3 years of combined experience and/or education directly related to accounting, office management and/or vendor relations. Non-profit experience preferred;
2. Well-developed organizational skills, time management skills and strong attention to detail;
3. Experience with Microsoft Excel and Adobe PDF;
4. Hands-on experience with automated accounting systems, specifically QuickBooks
5. Excellent oral and written communication skills;
6. Commitment to contributing toward a positive work culture;
7. Commitment to ending violence against women; understanding of and commitment to issues of cultural diversity; ability and willingness to work with people from a variety of backgrounds and experience. Experience in a non-profit community-service environment preferred;
8. Access to reliable transportation; minimal in-state travel requiring overnight stay required.

**Mental and Physical Abilities:**

Limited amount of physical effort required with walking, standing, lifting, and carrying light objects (less than 25 lbs.) 5-10% of work time.

**Salary and Benefits:**

This position is entitled to all benefits and leave time as described in the personnel policies and procedures.

**Commitment to Diversity:**

Commitment to multicultural perspective in outreach and services delivery and commitment to social change.

**To Apply**

Send cover letter and resume as Word document to [info@nccasa.org](mailto:info@nccasa.org). Applications will be accepted on a rolling basis until position is filled. People who claim or hold marginalized/disenfranchised identities are highly encouraged to apply.