

## **Asst. Finance & Operations Director**

### **Position Summary**

The Assistant Finance & Operations Director provides financial processing, administrative, and operational support to ensure the accurate execution of day-to-day financial activities and maintenance of documentation systems supporting the organization's funding sources, which include Continuum of Care (CoC) grants, Emergency Solutions Grants (ESG), foundation grants, contracts, fees, and private donations.

*This role supports financial systems and documentation required for CoC planning, governance, HMIS, and system coordination activities, but it does not determine grant compliance, funding eligibility, or financial oversight functions.*

This remote/hybrid position's salary range is \$55,000 - \$60,000, plus benefits.

### **Key Responsibilities**

#### **Financial Processing & Accounting Support (for all funding sources)**

- Process accounts payable and receivable transactions in accordance with established policies and procedures,
- Enter financial transactions into the accounting system accurately and promptly,
- Maintain organized financial records and supporting documentation,
- Assist with the preparation of schedules and documentation for monthly and annual close-out processes, and
- Compile financial data for review by the Finance Director and other staff as assigned by the Finance Director.

#### **Reimbursement & Documentation Processing (for all funding sources)**

- Receive and process reimbursement requests from partner agencies for completeness, accuracy, and required supporting documentation, and route for review and approval as required,
- Enter and track reimbursement transactions within established systems and workflows,
- Maintain documentation related to reimbursement processing in accordance with organizational recordkeeping standards, and
- Ensure all required documentation is properly filed and accessible for review, monitoring, and audit purposes.

#### **Time Tracking and Payroll Support**

- Assist with the administration of time tracking systems, including data entry and record maintenance,

- Support the collection and review of timesheets for completeness and proper documentation,
- Maintain payroll and time tracking records in accordance with coding structures established by the Finance Director, and
- Assist with payroll documentation and processing support under the direction of the Finance Director.

### **Fiscal Tracking & Support**

- Maintain financial tracking tools and assist with recording expenditures across funding sources,
- Support reconciliation of financial records across systems, and
- Organize financial data and documentation to support reporting, monitoring, and auditing processes.

### **Onboarding & Offboarding Support**

- Coordinate onboarding and offboarding logistics for staff (including but not limited to HMIS and BoS CoC Teams), including systems setup, access requests, documentation collection, and orientation scheduling support,
- Support onboarding processes to ensure staff are properly set up in time tracking, payroll, and financial systems, and
- Support administrative coordination across finance and operations functions.

### **Procurement & Equipment Support**

- Assist with purchasing and tracking of office equipment and supplies in accordance with approved budgets and procurement procedures,
- Maintain records of organizational assets, equipment assignments, and purchase documentation,
- Coordinate vendor communication and order tracking under the direction of the Finance Director, and
- Support the preparation of documentation for audit and monitoring requests.

### **Compliance Statement**

*This position supports financial processing, documentation, and administrative functions related to HUD Continuum of Care Planning Grant and HMIS eligible activities. Responsibilities are limited to execution and documentation support and do not include determination of cost allowability, funding eligibility, or compliance interpretation. All work must align with organizational policies and federal cost principles (2 CFR Part 200).*

### **Qualifications**

- Experience with financial systems or grant-related fiscal tools (e.g., invoicing platforms, accounts payable systems, or grant management systems such as ZoomGrants or similar)

- Experience supporting invoice processing, payment workflows, or financial documentation for externally funded programs preferred
- Familiarity with accounting or payment systems such as QuickBooks, Bill.com, or similar platforms strongly preferred
- Ability to support structured financial workflows related to grant-funded programs, including documentation, invoice preparation, and payment processing support

## **Equal Employment Opportunity**

NCCEH is an equal opportunity employer and does not unlawfully discriminate against employees or applicants for employment on the basis of an individual's race, sexual orientation, color, religion, creed, sex, national origin, age, disability, marital status, familial status, veteran status, or any other status protected by applicable law. This policy applies to all terms, conditions, and privileges of employment, including recruitment, hiring, placement, compensation, promotion, discipline, and termination.

Whenever possible, NCCEH makes reasonable accommodations for qualified individuals with disabilities to the extent required by law. Employees who would like to request a reasonable accommodation should contact the Executive Director.