



<b>Job Title:</b>	Accounting Procurement Specialist
<b>CCFH Program:</b>	Finance Department
<b>Location:</b>	Durham, NC
<b>Position Type:</b>	Full-Time

**JOB DESCRIPTION**

**Position Reports to:** Finance Manager, CCFH

**Center Description:** The Center for Child and Family Health (CCFH) was established in 1996. CCFH is a community-based nonprofit organization involving collaboration with Duke University, the University of North Carolina at Chapel Hill, and North Carolina Central University. CCFH’s mission is to define, practice, and teach the highest standards of care in treating and preventing childhood trauma, serving more than 2,500 children and families each year. CCFH training faculty are committed to developing and sustaining a child trauma mental health workforce across North Carolina and the country, leveraging state and federal programs to support clinical training, consultation, and technical assistance. CCFH staff and faculty include clinicians, researchers, nationally-endorsed trainers in evidenced-based treatments (EBTs), and clinical and implementation experts. CCFH is located in Durham, North Carolina, and is a community treatment and services site in the National Child Traumatic Stress Network.

**Occupational Summary:** This position will perform a variety of complex accounting tasks involved in maintaining financial records and processing related data. Responsibilities include reviewing financial reports, assisting with budget preparation and analysis, reconciling accounts, monthly and year-end closings, and assisting with other project assigned. This position requires strong non-profit accounting skills, grants accounting experience, and excellent communication and people skills. The Accounting Procurement Specialist will be responsible for analyzing and reporting the numbers and will also collaborate with people at all levels and in various departments, both internal and external, in the non-profit organization.

**Work Performed:**

Accounting Procurement:

- Provide financial assistance to Finance director and Finance team.
- Provide procurement service for whole Center.
- Monitor, verify, and reconcile expenditure of budgeted funds as appropriate for program expenses.
- Assist in the creation of spreadsheets and reports for reconciliation of expenditure of budgeted funds as appropriate.
- Tracking department expenditures to create and maintain accurate cost center records.
- Create process to ensure all department travel and training are appropriately logged and the expenses billed back to the appropriate cost center.
- Manage tracking for out-of-state activity for assigned staff



**Grant and Contract Accounting:**

- Monthly grant invoicing
  - Gather charges from CCFH and Misc.
  - Post credit card charges in QB.
  - Gather documentation of charges, credit card backup, and copies for invoice.
- Track and complete reports as necessary.
- Assist with grant request as needed and answer calls/emails regarding invoicing.

***The above statements describe the general nature and level of work being performed by individuals assigned to this position. This is not intended to be an exhaustive list of all responsibilities and duties required of personnel so classified.***

**Required Qualifications at This Level**

**Preferred Education/Training:**

- B.S. degree in Accounting or Business or a directly related business field

**OR Experience:**

- 5 years or more experience in accounting or business field
- Familiar with accounting practices involved in maintaining more complex financial records
- Reconciling account information
- Grant experience

**Skills:** Bank reconciliation, advanced QuickBooks, cash management/cash flow, Excel, Word, and other accounting software.

**Salary Range:** \$40,000 - \$45,000 per year commiserate with experience.

***The Center for Child & Family Health (CCFH) is an Affirmative Action/Equal Opportunity Employer committed to providing employment opportunity without regard to an individual's age, disability, ethnicity, gender identity national origin, race, religion, sex, sexual orientation or preference, or veteran status. CCFH is committed to building a diverse team based on the principles of excellence, fairness, and respect. As part of this commitment, CCFH actively values diversity in the workplace and seeks to take advantage of individuals' rich backgrounds and abilities. We strongly encourage candidates of color to apply.***

**APPLICATION INFORMATION**

Please email resume and letter of interest to Bessie C. Givens via email at [Bessie.cookegivens@duke.edu](mailto:Bessie.cookegivens@duke.edu) or Constance Slade at [Constance.slade@duke.edu](mailto:Constance.slade@duke.edu) The subject line to read: Accounting Procurement Specialist. Thank you.