



<b>Job Title:</b>	Grants & Finance Manager
<b>CCFH Program:</b>	Finance Department
<b>Location:</b>	Durham, NC
<b>Position Type:</b>	Full-Time

**JOB DESCRIPTION**

**Position Reports to:** Chief Financial Officer

**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 financial and record-keeping functions of the Organization. Responsibilities include day to day operation of Grant Management and Accounting Management financial reports, providing liaison with auditors and funding agencies, assisting with budget preparation and analysis, reconciling accounts, monthly and year-end closings, and assisting with other projects assigned by Chief Financial Officer. This position requires strong non-profit accounting skills, grants accounting experience, and excellent communication and people skills. The Grants & Finance Manager will be responsible for analyzing and reporting the numbers, but will also collaborate with people at all levels and in various departments, both internal and external to this non-profit organization.

**Work Performed:** This candidate will be responsible for maintaining financial, accounting and grant/contract management in order to meet the needs of the organization. This position is also responsible for the operations of pre-award, post-award grant administration and financial reports, providing liaison with auditors and funding agencies, assisting with budget preparation and analysis, account reconciliation, month and year end closings, and assist with other projects assigned by the Chief Financial Officer.

Supervise and monitor employees with day-to-day operation. Perform and coordinate the operational activities of the accounting division of the Center for Child and Family Health and provide support to the Director of Finance for overall consistency and compliance with standard accounting and University policies and procedures.

Direct and monitor the compilation and issuance of monthly financial statements; ensure the assignment of proper object and component codes, the accurate updating of fund header file data and the updating of fund distribution data; ensure the proper handling of ledger data to include input, editing, balancing, and auditing and overall data systems. Direct the auditing of check request/travel funds for compliance with Internal Revenue Service; monitor the issuance of check request/travel reimbursement checks and the assignment of such changes to proper class/ codes. Coordinate the preparation of reports and analyses setting forth progress, adverse trends, and appropriate recommendations or conclusions.



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

**Salary Range: DOE**

**Required Qualifications at This Level**

**Education/Training:** Minimum of a bachelor’s degree, preferably in Accounting, Finance, Economics, Business Administration, or a related field. Master’s in business administration preferred.

**Experience:** Work generally requires ten years of experience in accounting and/or budget review and analysis in a health care setting or nonprofit to become familiar with acceptable accounting principles.

**Skills:** Advanced level of proficiency in Quickbooks, Bank Reconciliation, Cash Management/Cash Flow, General Ledger, Intermediate MS Excel, Grant Submission, Access, PowerPoint, Outlook, and web applications. Ability to manage multiple tasks and manage complex reports. Willingness and ability to work as part of a team to complete tasks. Ability to professionally interact with, and work with, Principal Investigators and staff members. Effective verbal and written communication skills. Highly organized with attention to detail. Strong interpersonal skills and ability to manage multiple priorities simultaneously.

*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 send a personalized cover letter and resume to Bessie Givens at [Bessie.cookegivens@duke.edu](mailto:Bessie.cookegivens@duke.edu) via email with the subject line: Grants & Finance Manager. **Please no phone calls.**

For additional information on the Center for Child & Family Health, please see the CCFH website at [www.ccfhnc.org](http://www.ccfhnc.org).