POSITION ANNOUNCEMENT: Vice President of Finance and Administration

LOCATED IN: Raleigh, North Carolina

Background
Since 1987, the NC Rural Center has worked to improve the quality of life for the state’s rural people and places. We operate with the core belief that our rural communities have inherent cultural value and are vital to the overall economic health of our state.

We recognize that the changing landscape of rural North Carolina brings with it significant challenges, but we also believe in the resiliency of our state’s rural people and their dedicated stewardship of the communities they call home.

The Mission
The mission of the NC Rural Center is to develop, promote, and implement sound economic strategies to improve the quality of life of rural North Carolinians. They serve the state’s 80 rural counties, with a special focus on individuals with low-to-moderate incomes and communities with limited resources.

The Leadership Opportunity
The NC Rural Center seeks a dedicated operational leader with a passion for the NC Rural Center’s mission, core values, and programs; outstanding financial and administrative management skills; strategic and tactical expertise to enhance the organization’s infrastructure through thoughtful planning and sustainable business practices.

The successful candidate will demonstrate strong interpersonal and communication skills working closely with the Center’s president, management team, board of directors, and internal and external constituencies, to ensure accountability for a healthy operating environment.

While providing strategic and daily leadership in areas of finance, operations, information technology, and human resources, the vice president for finance and administration will interface and build trusting relationships with external entities such as auditors, vendors, and other key stakeholders. S/he will manage a complex balance sheet with a dynamic future, numerous revenue streams, and a $7 million annual budget and total assets of approximately $99 million.
Major Responsibilities

The vice president will report directly to the president and has primary responsibilities for the following areas:

1. Lead, direct, and manage all fiscal and administrative division staff in the performance of day-to-day accounting and administrative functions to maximize staff efficiency and ensure internal controls.
2. Serve as assistant treasurer of the NC Rural Center’s Board and management liaison with the finance committee.
3. Participate as an active member of the Center’s internal management team.
4. Develop, coordinate, and administer the annual budgeting process, business policies, and internal controls for fiscal operations and prepares the annual operating budget for approval.
5. Monitor budget performance and prepares and analyses quarterly budget variance reports for distribution to management; manages revenue and expense projections.
7. Work collaboratively with credit management to actively manage the provision for loan losses to ensure they are consistently reasonable and meet all accounting, legal, and other requirements.
8. Maintain fiscal policies and procedures manuals, including preparation of periodic updates.
9. Ensure the efficiency and effectiveness of the business operations, including, but not limited to, purchases, benefit plans, contract management, accountants and auditors, and outside vendor relationships.
10. Expand and oversee human resource functions for a growing organization; maintain administrative and personnel policies and procedures manual, including preparation of periodic updates, and oversees the Center’s employee benefits programs.
11. Oversee content and quality review of all internal and external financial and compliance reporting.
12. Manage all grant contract administration functions.
13. Understand and apply applicable laws, policies, and workplace procedures quickly and succinctly to assure timely, consistent, and accurate compliance.
14. Oversee the implementation of information technology systems, bringing recommendations as needed to improve operations.
15. Oversee operations and maintenance of the Center’s office and conference and training facility.

Hiring Requirements and Attributes

- An undergraduate degree in a related field required, advanced degree preferred.
- At least ten years of professional senior-level or executive financial and operations experience with philanthropic, nonprofit, banking, or financial institutions. Ideally in a growing organization.
- Demonstrated and effective nonpartisan relationship builder with internal and external constituencies in support of the goals and direction of an organization.
- A track record of management, operations, and fiscal administration, including expertise in budgets, finances, strategic planning, and audits.
- A consummate professional with high ethical standards of conduct, integrity, and fiduciary responsibility.
• Exceptional listening skills, a good sense of humor with humility, and a respect for the privilege of service to the community.

**Compensation:** Competitive base pay and bonus structure commensurate with experience. Excellent benefits included.

**APPLICATION PROCESS**

Armstrong McGuire & Associates, based in Raleigh, NC, is conducting this search. To apply, click on the link to *NC Rural Center* position profile at [www.ArmstrongMcGuire.com/apply](http://www.ArmstrongMcGuire.com/apply). You will see instructions for uploading your cover letter, resume, and professional references. In case of any technical problems, contact [beth@armstrongmcguire.com](mailto:beth@armstrongmcguire.com). Review of candidates will begin immediately and continue through the application deadline of December 18, 2020.

*The NC Rural Center is an Equal Opportunity Employer, Provider, Lender.*