



Director of Finance

Approved 8/23/24

CLASSIFICATION: Exempt

HOURS AND WORK SCHEDULE: Full-Time. Hours are typically Monday-Friday, 8:30 AM – 5:00 PM. Occasional evening and weekend hours.

LOCATION: Hybrid – Ready Ready operates on a hybrid schedule, with some work occurring in-person in one of the shared offices in Greensboro or High Point, North Carolina; the remainder of work time is remote. Candidates must live in Guilford County.

SALARY: \$75,000-\$110,000, commensurate with related credentials and experience.

REPORTS TO: CEO

SUPERVISES: Supervise one position to be hired.

BENEFITS: Ready Ready is a Family Forward Certified Workplace by North Carolina Early Childhood Foundation (NCECF) and meets the standards outlined by the Family Forward NC initiative by offering policies and practices that support the health and well-being of North Carolina's children and families. The benefits package includes health, dental, vision, group life insurance, a 401(k) contribution, paid parental leave, a generous holiday schedule, paid time off, and a flexible work schedule. Employees receive a monthly remote work stipend. A computer, monitor, and printer will be provided. Ready Ready values professional development and offers opportunities for staff to strengthen and further develop their individual skill set.

START DATE: October 31, 2024

ABOUT READY FOR SCHOOL, READY FOR LIFE

Ready for School, Ready for Life (Ready Ready) is a collaborative effort to build a connected, innovative system of care for Guilford County's youngest children and their families.

Ready Ready fosters deeper collaboration among organizations across Guilford County to create a seamless system of care for families with young children. As a backbone organization for over 300 collaborative partners, Ready Ready navigates among partners and within the



community to identify and address gaps and needs. We empower our partners with essential resources, including data, funding, training, and best practices, to effectively tackle the ever-evolving challenges faced by families. Together, we streamline the process for accessing support, ensuring children have the foundation to thrive.

This initiative was born in 2007 from a community effort focused on reducing poverty in Guilford County. In 2017, The Duke Endowment, North Carolina's largest private foundation, and Blue Meridian Partners, a national partnership of results-oriented philanthropists, joined the effort to promote economic and social mobility. As investees in early childhood initiatives, they joined other funders who together tapped Ready Ready to build a long-term, comprehensive, evidence-based approach to improving childhood outcomes for Guilford County. This is system-building work at its core.

As an entrepreneurial start-up organization with a forward-looking vision and a \$6M budget, Ready Ready is dedicated to building innovative solutions and shaping the future of early childhood care. Please note that while we are deeply committed to supporting young children and their families, our work does not involve direct interaction with children with the exception of a few roles. Instead, we focus on equipping our partners with the tools and resources they need to make a lasting impact in the community. That includes state agencies, medical home providers, education systems, and community-based organizations.

POSITION SUMMARY

Reporting to the CEO, the Director of Finance is responsible for day-to-day accounting, banking, payroll, benefits, and operations administration and support. This full-time, hands-on role supports about 25 employees. The organization has a budget of approximately \$6M and an affiliated support organization with a budget of approximately \$11M that this position will also be responsible for.

PRIMARY RESPONSIBILITIES

- Manage the day-to-day financial duties, including accounts payable and accounts receivable, banking and credit card transactions, cash flow monitoring, and all related general ledger entries in the accounting system.



- Provide monthly financial reporting, including budget and cash flow reports, and interim/ad hoc reporting as necessary.
- Develop/maintain systems and procedures to support timely and accurate invoicing of partners, management of billing information, and producing internal financial reports as required.
- Serve as staff point person for Finance Committee meetings.
- Administration of organizational, commercial, and workers' compensation insurance and file company claims as needed. Responsible for annual workers' compensation audit.
- Maintain all applicable licenses and registrations.
- Collaborate with external vendors.
- Support internal operations, development, and staff as needed.
- Document, synthesize, and analyze job-related data to use for learning and improvement, to track progress, and to report to funders and other stakeholders.
- Ensure project goals, including timelines for implementation, are met.
- Provide regular reports on progress to Ready Ready leadership team and liaise across other partners/consultants.
- Perform other duties as assigned by CEO or supervisor.

POSITION QUALIFICATIONS

We seek staff who are passionate about children's success and share our values of being family-centered, inclusive, equity-driven, responsive to evidence, transparent, and collaborative. The ideal candidate for this role is an excellent communicator who is detail-oriented and organized. They solve problems in a timely and effective manner and are able to work in a fast-paced, rapidly evolving organization with diverse staff and stakeholders.

- A Bachelor's Degree in Business Administration, Accounting, or a related area is highly preferred.
- Minimum 3 years' progressive finance and accounting experience, with preference given to public accounting experience.
- CPA or CPA candidate preferred.
- Extensive experience working with QuickBooks Online, MS Office products, and other management tools, including documents sharing and storage.



- Candidates must live in Guilford County, NC.
- Excellent oral and written communication and interpersonal skills, with the ability to interact effectively with diverse stakeholders
- Knowledge of the early childhood, education, and/or healthcare systems is a plus
- Flexibility to adapt to changing priorities, procedures, and work environments, including the ability to handle occasional unexpected situations calmly and efficiently.
- Full computer fluency with Microsoft Office Suites, Zoom, Teams, and Google Applications
- Commitment to equity, diversity and inclusion
- Ability to work independently and as part of a team, with demonstrated organizational and time management skills
- Ability to think strategically, analytically, and creatively to strengthen processes and solve problems
- Ability to collaborate with others internally and externally
- Ability to consistently present a positive attitude and contribute to a harmonious team environment with enthusiasm and energy
- Ability to exercise confidentiality on sensitive issues and practice discretion
- Ability to pass a background record check
- Promotes and adheres to Ready Ready's mission, vision, values, policies, and applicable laws in a fair and equitable manner
- Represents Ready Ready in a professional manner to the community, vendors, and internal personnel

EQUAL EMPLOYMENT OPPORTUNITY AND NON-DISCRIMINATION

Ready Ready is committed to equal opportunity for all employees and applicants. Ready Ready does not discriminate in hiring, assignment, promotion, or other conditions of staff employment because of race, color, religion, sex, national origin, age, marital status, sexual orientation, genetic information, or any other status protected under local, state, or federal law.

We warmly encourage you to apply as we value diverse experiences and perspectives. We look forward to seeing your application and potentially welcoming you to our team.



Applications will be accepted through October 31st, 2024 All applicants must apply by submitting a resume and cover letter to HR@getreadyguilford.org by October 31st, 2024.