

**Position Description**  
**Corolla Wild Horse Fund, Inc.**  
**Finance Manager**

**Organization**

Founded in 2001, the Corolla Wild Horse Fund's Nonprofit's mission is to protect, preserve, and responsibly manage the herd of wild Colonial Spanish Mustangs roaming freely on the northernmost Currituck Outer Banks, and to promote the continued preservation of this land as a permanent sanctuary for horses defined as a cultural treasure by the state of North Carolina.

**Position - Part-time (2 - 3 days a week with option for some telecommuting)**

The Finance Manager/Director of Finance oversees the day-to-day financial operations of the Corolla Wild Horse Fund. This position requires knowledge of accounting practices and procedures and reports to the Executive Director.

This position also contributes to the development and implementation of the organizational budget, financial policies and practices, and interacts with the Board of Directors.

**Responsibilities:**

**Financial:**

- Manages day to day processing and reconciliation of Daily Sheets and House Deposits.
- Responsible for general ledger to include accounts receivable and accounts payable, producing reports as requested using QuickBooks accounting software.
- Oversee short and long-term financial and managerial reporting.
- Create quarterly board reports, possibly monthly board reports reconciled to QuickBooks.
- Reconcile monthly activity and bank accounts.
- Manage and reconcile all merchant accounts, credit cards, and loans.
- File and pay quarterly Sales and Use Tax.
- Process biweekly payroll.
- Responsible for the management, filing, and payment of all applicable payroll taxes biweekly, monthly, quarterly, and annually.
- File annual 1099 and 1096 on subcontractors.
- Assist Executive Director and Board in creating annual organizational budget and monitoring cash flow.
- Provide year end projections and income/expense forecasting.
- Manage grantor contracts and reimbursement requests.
- Administer and manage organizational insurance, employee health insurance.
- Develop, maintain and monitor all fundraising and accounting systems and procedures capturing all pledges, billings and receipts and for the recording of all revenue transactions, recommend and implement improvements to systems.
- Assist in inventory hand count for annual audit and prepare related inventory reports.

- Prepare annual Charitable Solicitation License.
- Maintain all of CWHF's archival, financial, and administrative files.
- Gather and prepare all materials needed for annual audit.

### **Organizational Effectiveness**

- Provide support to the retail stores as needed.
- Educate callers and visitors regarding the CWHF mission and programs.
- Work with Operations to identify and acquire appropriate bids from potential vendors for printing and other large quantity material purchases.
- Prepare quarterly financial accomplishment reports and attend CWHF Board Meetings.

### **Qualifications**

- Commitment to the protection and preservation of wild horses.
- Associate or Bachelor's degree in relevant field.
- At least 3 years of experience in financial management.
- Advance proficiency in the use of QuickBooks.
- Excellent computer skills and proficient in excel, word, and outlook.
- Excellent verbal and written communication skills.
- Demonstrated leadership and vision in managing major projects or initiatives.
- Excellent interpersonal skills and a collaborative management style.
- Budget development and oversight experience.
- Demonstrated commitment to high professional ethical standards and a diverse workplace.
- Knowledge of tax and other compliance implications of non-profit status.
- Excels at operating in a fast paced, community environment.
- Excellent people manager, open to direction, collaborative work style and commitment to get the job done.
- Ability to challenge and debate issues of importance to the organization.
- Delegate responsibilities effectively.
- High comfort level working in a diverse environment.