

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

**Organization**

Founded in 2001, the Corolla Wild Horse Fund is a non-profit 501 (c) (3) corporation. The mission of the Fund is to protect, conserve, 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 designated as the State Horse and defined as a cultural treasure by the state of North Carolina.

**Position – Full-time, salaried, exempt or Part-time, hourly, non-exempt**

The Finance Manager oversees the day-to-day financial operations of the Corolla Wild Horse Fund. This position requires knowledge of full charge accounting practices and procedures. Working collaboratively with the Fund's senior management and reporting directly to the Board of Directors, this role contributes to the development and implementation of the organizational budget and all financial policies and practices. Fulfillment of this role may allow for work to be performed remotely at times once full familiarization of all responsibilities is complete.

**Responsibilities**

- Manage day-to-day processing and reconciliation of daily receipts and house deposits
- Monitor receipt of all monies and securities due to and held by organization
- Ensure that all funds are properly deposited and disbursed in a timely manner
- Render monthly, quarterly, and annual financial reports of the organization to the Board of Directors and management staff and, when requested, create interim financial reports for review as needed for Board and senior management to fulfill their fiduciary oversight responsibilities
- Ensure that all federal, state, and local tax forms and financial reports are paid and filed on a timely basis
- Oversee the preparation of the annual budget and ensure that budget objectives are met
- Provide year-end projections and income/expense forecasting for review by Board of Directors and senior management
- Ensure that the organization maintains its tax-exempt status
- Oversee the design and implementation of the bookkeeping and accounting system, ensuring proper coding and classification of all income and expenses
- When necessary, evaluate proposals from independent CPA firms for audit and tax services and oversee such services
- Maintain relations with external auditors and investigate their findings and recommendations
- Gather and prepare all materials required for annual audit and submit to auditor for annual audit and filing of all tax returns
- When preparing for annual audit, develop procedure for accurate inventory count and prepare related inventory reports for auditor
- Sign fiscal forms and instruments as necessary

- Attend and participate in Board/Executive Committee meetings as necessary
- Attend and participate in fundraising meetings as necessary
- Maintain transparency in financial reporting
- Participate in key decisions as a member of the executive management team
- Report risk issues to the audit committee of the Board of Directors
- Maintain appropriate insurance coverage for the organization
- Process biweekly payroll and manage the filing and payment of all applicable payroll taxes
- Oversee employee benefit programs, with particular emphasis on maximizing a cost-effective benefits package
- File annual 1099 and 1096 tax forms on subcontractors
- File and pay quarterly Sales and Use Tax
- Reconcile monthly activity of all bank accounts
- Manage and reconcile all merchant accounts, credit cards, and loans
- Manage grantor contracts and reimbursement requests
- Communicate all notifications and advisements from corporate and governmental employee giving programs to Donor Programs for inclusion of this information into donor database
- Assist with the preparation and filing of the annual Charitable Solicitation License application and all other accreditations of the organization
- Maintain the organization's archival, financial, and administrative files
- Construct and monitor reliable control systems
- Collaboration and development of unique financial mechanisms, such as business models, profit centers, and program activities
- Manage communications and interfaces between disparate internal and external systems. These systems include accounting, donor database, point of sale, online store, peer-to-peer fundraising, and all banking interfaces
- Function as principle point of contact for Office 365 applications, SharePoint, IT management, and online security

### **Qualifications**

- Commitment to the protection and preservation of the wild horses and the mission of the Fund
- Associate or bachelor's degree in relevant field
- At least 3 years of experience in fiscal management with preference to experience with a non-profit organization.
- Knowledge of bookkeeping and accepted accounting principles both standard and non-profit
- Advanced proficiency in the use of QuickBooks
- Budget development and oversight experience
- Knowledge of tax and other compliance implications of non-profit status
- Excellent computer skills and proficiency in Excel, Word, and Outlook
- Excellent verbal and written communication skills
- Demonstrated commitment to high professional ethical standards.
- Excellent people skills and a collaborative work style.
- Excels at operating in a fast-paced, community environment