



Job Description

Director of Accounting and Human Resources

About VCR: Vision for Children at Risk (VCR) promotes the well-being of children, youth, and their families, with a primary focus on those impacted by socioeconomic risk and racial inequity. We do this by informing the community with data and research, promoting collaborative action, engaging and supporting families, and advocating for child well-being through policy and community investment.

We believe in and work towards a community that values and supports the well-being of children and families, where the neighborhood they live in does not determine their future. VCR has been committed to child well-being for over 25 years, and we are a close-knit team. Together we work from a framework of equity, an openness to flexibility, unwavering integrity, embracing inclusivity, and as a family.

Role Overview: Responsible for repetitive accounting and HR functions of Vision for Children at Risk, a 501c3 nonprofit organization. Seeking an individual who is detail-oriented, organized and focused on keeping all financial records in compliance with non-profit accounting, local, state, and federal funding requirements, and well versed in human resource management.

Duties and Responsibilities:

- Assist with all HR activities including benefit evaluation, new hire processing, and orientation;
- Performs routine tasks required to administer and execute human resource programs including but not limited to compensation, benefits, and leave; disciplinary matters; disputes and investigations; occupational health and safety;
- Handles employment-related inquiries from applicants, employees, and supervisors, referring complex and/or sensitive matters to the appropriate staff;
- Manage payroll through designated platforms;
- Assist in evaluation of contract compliance and contribution restrictions;
- Create and modify financial reports monthly or as requested;
- Create budget narratives that complement financial statements;
- Determine net assets released from restrictions;
- Analyze financial reports and related variances;
- Assist in preparing and analyzing budgets;
- Review and analyze general ledger;
- Assist in creating and preparing fiscal dashboards for projects as requested;
- Assist in invoicing funders and evaluating project financial status;
- Perform bank reconciliations;
- Analyze account reconciliations completed by Accounting Specialist;
- Prepare and post journal entries;
- Create comparative reports as requested;
- Assist with cash management including investment allocation;
- Assist with annual reports for state, federal and accrediting agencies;
- Assist with business insurance evaluations and audits;



- Manage and/or maintain up to date fiscal policies and processes;
- Review and monitor FTE allocations;
- Support audit and audit prep as requested;
- Promote the Mission, Vision, and Core Values of Vision for Children at Risk; and
- Other duties as assigned.

Staff Competencies and Qualities

- BA/BS in accounting and human resources; masters preferred;
- At least five years of experience in not for profit accounting and human resource required;
- Knowledge of human recourse management is required;
- Knowledge of Uniform Guidance preferred;
- Knowledge of Sage 100 preferred;
- Non-profit government contract funding experience preferred;
- Excellent interpersonal and communication skills;
- Excellent organizational skills with strong attention to detail and problem-solving abilities;
- Independent and self-motivated, able to comply with and enforce deadlines;
- Energetic team player;
- Capable of handling multiple tasks with competing priorities under minimal supervision;
- Able to think critically and exercise independent judgment and discretion;
- Results-oriented and solution-focused with a problem-solving attitude;
- Proficiency with Microsoft Office products; and
- Ability to lift 30 pounds.

Benefits: include company paid medical, dental, and vision coverage with employee copay.

Salary range: \$70,000 to \$80,000

Send cover letter and resume to ssulaiman@visionforchildren.org

POSTION TITLE:	Director of Accounting and Human Resources
REPORTS TO:	VCR Executive Director
WORK SCHEDULE:	Full-Time
TRAVEL:	Occasionally