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**Finance & Business Specialist**  
Position Reports To: Chief Financial Officer

**POSITION SUMMARY**

The Finance and Business Specialist will assist in all day-to-day finance operations of \$8.0 million budget, including functional responsibility over accounting, accounts payable, accounts receivable, payroll, benefits, and grants administration. The Finance and Business Specialist will assist in the development of systems and procedures to support effective program implementation and conduct flawless audits. This is an extraordinary opportunity for an emerging leader with accounting and financial experience, including audit experience as well as experience gathering, evaluating, presenting, and reporting financial information.

**PERSONAL TRAITS AND STRENGTHS**

- Integrity, credibility, and unwavering commitment to CEB's mission.
- A positive contributor to a friendly, respectful, and supportive work environment.
- A proactive, hands-on strategic thinker who will own responsibility for finance.
- Keen analytic, organization and problem-solving skills needed for strategic data analysis.
- Intense attention to detail.
- Strong interpersonal and communication skills; experience in effectively communicating key data.
- Ability to work independently as well as a member of a team.
- Enthusiastic about embracing new challenges.

**KEY ROLES AND RESPONSIBILITIES****Business and Accounting Support**

- Manage all accounts, ledgers, and reporting systems ensuring compliance with appropriate GAAP standards and regulatory requirements.
- Support the maintenance of internal control and safeguards for receipt of revenue, costs, department budgets, and expenditures.
- Support the process of the external audit of the organization's financial audit and the Form 990.
- Analyze financial data as requested and present results in an accurate and timely manner.
- Manage all financial, project/program and grants accounting; ensure that expenditures are consistently aligned with grant and program budgets throughout the grant/fund period; collate financial reporting materials for government, corporate, and foundation grants.
- Assist in the development and implementation of operating procedures and internal controls for Financial Reporting, Accounting, Federal and State Grants Administration, Food Service, and Benefits Administration.
- Oversee the process to receive, code, and distribute for approval, all invoices.
- Oversee the process to receive, code and reconcile all credit card transactions and activity.
- Post all transactions to the general ledger. Record all income, expenses, deposits and adjusting entries as necessary.
- Reconcile general ledger accounts to bank statements, credit card statement, and loan statements.
- Monitor accounts receivables; ensure timely payment of obligations.
- Monthly review departmental budget reports and meet with department leads as necessary.
- Prepare all federal and state filings, and form 1099 for contracted professional services.
- Prepare required reporting for Workers Compensation Audits

- Maintain all banking statements in organized files
- Maintain CEB checkbooks
- Assist the CFO in managing vendor relationships and procurement processes
- Monitor renewal dates for permits, licenses, and contracts

#### **Benefits Administration**

- Assist in benefits administration, including working with third party brokers, ensuring the accuracy and timely filing of reports, as well as legal and regulatory compliance.
- Assist with renewal and selection of benefits.
- Serve as primary point person for short and long-term disability issues.
- Support CEB's 403(b) administration.

#### **EDUCATION AND QUALIFICATIONS**

- Bachelor's or Associates degree in accounting strongly preferred.
- At least 5 years accounting experience.
- Experience coordinating audit activities.
- Experience with financial reporting, budget development and analysis, accounts payable and receivable, general ledger, payroll, and benefits administration.
- Experience in development and use of business analytics tools.
- Experience with compliance and reporting of government and private grants is preferred.
- Knowledge of accounting and reporting software.
- Must pass criminal background check.

#### **EQUAL EMPLOYMENT OPPORTUNITY**

The CEB is an equal opportunity employer. We will extend equal opportunity to all individuals without regard to race, religion, color, sex, national origin, disability, age, genetic information, or any other status protected under applicable federal, state or local law. Our policy reflects and affirms the CEB's commitment to the principles of fair employment and the elimination of all discriminatory practices.

#### **TO APPLY**

Please email a cover letter and resume to Laura Johnson at [ljohnson@cebde.org](mailto:ljohnson@cebde.org) with the subject line "Finance Business Specialist."

#### **THE COMMUNITY EDUCATION BUILDING**

The Community Education Building (CEB) is a nonprofit organization that envisions a world where families thrive, and students succeed regardless of their race or zip code. An innovative co-location and shared services model focused on supporting the entire family, CEB offers vibrant programs and support systems that provide a sound foundation for each student. It serves as a hub for families by offering services such as healthy meals, life coaches, and mental health services. This model leads to deeper family engagement in their child's learning and allows schools to focus on teaching and learning, not operations and overhead. Serving over 1,300 students of color attending school in Wilmington's central business, CEB is an educational ecosystem that holistically integrates programs and resources for students and their families, ensuring that every student has an equitable opportunity to succeed.