

Job Posting

North Carolina Council of Churches

Position: Director of Finance and Administration

COUNCIL DESCRIPTION

With more than eight decades of progressive activism, the North Carolina Council of Churches remains the leading faith voice for justice advocacy in North Carolina. We are particularly concerned about issues related to care of creation, health care, immigration, farmworkers, voting rights, food security, peace, and making all congregations healthier places. The Council embraces ethnic, racial, gender, and sexual diversity.

JOB QUALIFICATIONS

The successful candidate will demonstrate a commitment to social justice and enjoy contributing to a great mission by supporting the work of others. He/she will have strong bookkeeping and administrative experience in a fast-paced work environment.

Successful applicants will like creating order, possess unfailing attention to detail, have the ability to support many different people, and take initiative to solve problems as they occur. He/she will be proficient in QuickBooks, understand accrual-based bookkeeping, and be familiar with GAAP. Additionally, applicant should be proficient in MS Word, Excel, and have experience working with databases.

The Council offers inspired, mission-driven co-workers, as well as paid time off, paid maternity/paternity leave, twelve holidays, free parking, retirement plan contribution and match, and disability insurance coverage.

Our organization is committed to equity and inclusion. People of color and individuals from diverse backgrounds are encouraged to apply. The Council is an equal opportunity employer. The Council does not discriminate on the basis of person's race, color, religion, sex (including pregnancy, gender identity, and sexual orientation), national origin, ethnic background, citizenship status, age, disability or genetic information.

To apply, send a cover letter, resume, and three reference letters in one PDF to jobs@ncchurches.org. **Position open until filled, with priority given to applications received before March 29, 2019.**

Salary commensurate with experience.