



JOB TITLE: Contracts & Accounting Coordinator

DEPARTMENT: Administration

REPORT TO: Finance Director

SALARY RANGE: \$45k - \$50k

HOURS: Full time, 40 hours

POSTED: October 2021

DEADLINE: Open until filled

Job Purpose & Overview:

Durham's Partnership for Children seeks to fill the position of Contracts & Accounting Coordinator within our Finance department. This individual will work with the Finance team supporting programs such as Early Head Start, which provides high-quality education to eligible children from birth to age 3 years old in Durham County.

The Contracts & Accounting Coordinator is responsible for all facets of contract management within the Partnership by following established protocols and guidelines provided by Head Start, North Carolina Partnership for Children, Division of Child Development and Early Education and any other local, state and federal regulatory agencies with whom we do business. The major responsibilities of this position include:

- Coordinate the execution of all Early Head Start/Community Childcare Partnership contracts
- Maintain Early Head Start fiscal records and files
- Manage the Partnership bookkeeping and accounts payable process, including payments, reports, tracking, etc.
- Support the Finance Director with financial analysis, budgeting, reports, etc.
- Prepare documentation for grant applications and renewals, as needed
- Produce standard monthly reports
- Assist in year-end closing procedures for the Partnership

Specific Requirements:

Minimum Education and Experience – Bachelor's degree and five years' experience in accounting or related field. Knowledge of bookkeeping and auditing functions as well as nonprofit experience preferred. The successful candidate must be able to problem solve, meet deadlines and have the ability to build positive relationships with staff, administrators, and community partners. This position requires excellent oral and written communication skills, attention to detail, and organization. The Contracts & Accounting Coordinator has an absolute requirement for maintaining complete confidentiality of Partnership and service provider files, financial records and information.

Durham's Partnership for Children is an equal opportunity employer committed to diversity, equity, child safeguarding, and inclusion with competitive benefits and a generous 401(k). Please submit a cover letter and resume to mail@dpfc.net with "Contract & Accounting Coordinator" in the subject line.