



Finance Specialist

North Carolina Community Schools Coalition, Inc.

The NC Community School Coalition, Inc. (NCCSC) is a nonprofit organization guiding the statewide implementation of the NC Community Schools Framework to improve the academic, mental, and physical health of North Carolina students. NCCSC currently supports 42 public schools across 32 Local Education Agencies (LEAs) in becoming hubs of community pride and resources. We partner with districts, schools, and communities to implement, evaluate, scale, and sustain this work.

Location: Durham, North Carolina (In-Person with flexible working hours as needed)

This is a full-time position with an ideal start date of **May 4th, 2026**.

Cover letters and resumes should be sent to hire@nccscoalition.org with subject line "Finance Specialist." Priority will be given to individuals who apply by **March 16th, 2026**.

Position Overview:

The **Finance Specialist** works closely with the Associate Director of Finance and Operations and additional NCCSC leadership in supporting the implementation and coordination of the Full-Service Community Schools (FSCS) model across North Carolina, through robust financial stewardship. This position is critical in ensuring the effective execution of NCCSC's vision to improve the academic, physical, and mental health outcomes for North Carolina students. The **Finance Specialist** will assist in the day-to-day operations of the services provided through NCCSC, working to ensure that expenses incurred in the delivery of all services are managed to the highest standard of accuracy and compliance.

The NC Community Schools Coalition is a network of traditional public schools – and the local and state-wide partners that support them – that are leveraging the community schools model to promote the success and well-being of their students, their families and their larger community. Our work is hyper-local, meaning it reflects the unique needs and

assets of each community. We work closely with regional partners, who provide ground-level support for each school.

Key Responsibilities:

1. Expense management

- Maintain daily ledger of revenue and expenses
- Upload all central office receipts to shared drives
- Submit ACH and bank check expenses for processing by Associate Director of Finance and Operations
- Reconcile field office purchases via pre-paid expense card system on a semi-monthly basis, including downloading expenses from system, reconciling with submitted expense requests, and verifying that receipts have been uploaded
- Report applicable expenses in community school spending dashboards
- Prepare community school spending reports for leadership team review
- Field and direct questions from community school partners regarding spending and expense verification processes
- Process staff and contractor reimbursements and invoices

2. Purchasing

- Purchase office supplies, equipment, subscriptions, catering, etc for NCCSC office staff
- Assist with scoping and vendor identification for larger procurement projects
- Manage NCCSC Amazon business account
- Maintain inventory of office supplies and replenish as needed

3. Financial Reporting

- Assist with preparation of monthly and annual financial reporting, in collaboration with the Associate Director of Finance and Operations and the accounting team
- Assist with preparation of financial documents related to audits, grant reports, and grant applications

4. Project Management & Operations

- Support Associate Director of Finance and Operations in administration of employee benefits, on an as needed basis
- Support Associate Director of Finance and Operations in payroll management, on an as needed basis

- Support preparation for and execution of public events and meetings, including annual NCCSC Leadership Summit
- Support scheduling and documentation of meetings, trainings, and convenings
- Maintain organizational files, records, and technology systems
- Partner with staff to ensure smooth daily operations

Required Qualifications:

- At least 3-5 years of experience in nonprofit administration or related fields
- Bachelor's degree preferred, equivalent professional experience considered
- Knowledge of accounting practices and comfort with budgets and financial systems
- Strong organizational and project management skills with attention to detail
- Excellent organizational, time management, and problem-solving skills, with the ability to manage multiple projects simultaneously
- Strong written and verbal communication skills
- A high level of initiative, resourcefulness, and attention to detail
- Ability to work independently and as part of a collaborative team

Compensation

Salary range: **\$75,000 - \$85,000**, commensurate with experience. Includes comprehensive benefits and professional development opportunities.