

Financial Manager

CHAMPIONS ACADEMY / POSITION DESCRIPTION

Program	Champions Academy Afterschool and Summer
Employer	Excel Community Association of Alamance Inc
Reports to	Program Director for routine coordination with independent Executive Director and fiscal agent oversight
Employment	Part time and grant funded; hours assigned by season
Compensation	Per approved offer and budget; not established by this draft
Budget role	5350.110.115

Position overview

Maintains Champions Academy accounting, payroll processing, invoice and payment documentation, reconciliations, budget monitoring, reimbursement support, and financial reporting. Coordinates with the Program Director, Administrative Assistant, outside bookkeeper, and fiscal agent while preserving independent approval and review.

This description consolidates the responsibilities found in the reviewed program records and assigns their practical implementation. It covers both seasons, including preparation and closeout. It is a review draft; ECAA approval and current grant requirements govern adoption.

Key responsibilities

Accounting and fiscal records

- Maintain the authorized accounting system and complete transaction support. Record revenues and expenditures by funding source, project/class, account code, budget category, and program period; distinguish afterschool, Summer 2026 carryover, and Summer 2027 costs.
- Maintain the general ledger, vendor records, accounts payable, payment evidence, grant receipts, reimbursement tracking, encumbrances, and available balances. Preserve an audit trail for corrections and prevent duplicate reimbursement or charging across awards.
- Collect and process payment requisitions, itemized invoices, receipts, contracts, purchase authorizations, service verification, and proof of payment. Return incomplete files for correction; do not process unsupported or unapproved expenses.
- Secure fiscal and personnel information using restricted access and backups. Organize paper/electronic records, verify accurate scans, and retain records under the longest applicable organizational, award, audit, claim, and legal requirement.

Payroll and time documentation

- Receive organized payroll-support records from the Administrative Assistant; verify actual time, Time and Effort descriptions, coding, rates, employee changes, and required approval before entering information into Paychex or the authorized payroll system.
- Process payroll on the established schedule, maintain payroll journals and employer-cost records, reconcile payroll to accounting/bank activity, and coordinate corrections with the payroll provider and outside bookkeeper.

- Route employee timesheets and contractor invoices for final Program Director approval; route the Program Director's own and conflicted matters to the Executive Director. Never substitute payroll preparation for independent authorization.
- Process authorized additions, deletions, compensation changes, final pay, and required payroll documents; track missing records and resolve discrepancies with leadership promptly. Support required year-end payroll reporting with the authorized preparer.

Contractor invoices and vendor coordination

- Serve as the primary invoice/payment contact. Send monthly contractor billing emails after the relevant Paychex pay date is finalized, specifying service-date ranges, submission deadline, closures, and excluded non-service days.
- Compare each invoice to the executed agreement, approved rate, session frequency, actual service/attendance records, cumulative payments, maximum contract amount, and ABSS/program calendar. Resolve incorrect dates, missed sessions, duplicate charges, and missing signatures before payment.
- Maintain contractor W-9s and vendor data; coordinate vendor eligibility review, current addresses/classification, 1099 information, review lists, corrections, and filing evidence with the outside bookkeeper or tax preparer. Verify each year's deadlines rather than copying inconsistent email dates.
- Track contract, lease, mileage MOU, related-party disclosure, and NCDPI approval status. Obtain written clarification when approval is unclear before including the expense in a drawdown.
- Coordinate contractor family-showcase requests received through invoicing communications with the Operations Manager and Program Director; keep scheduling and payment records consistent.

Budget planning reporting and cash management

- Support preparation and maintenance of Budget 208 and Budget 209, staffing calculations, narratives, procurement allocations, and supporting signatures. Compare proposed charges with the currently approved budget and grant terms.
- Prepare monthly budget-to-actual reports by funding source and period; track spending, commitments, remaining balances, administrative/indirect-service limits, and reimbursement status. Explain variances and recommend corrections to the Program Director.
- Maintain cash-flow projections for payroll, contractors, insurance, credit cards, transportation, leases, and other obligations. Report imminent shortfalls and payment/documentation issues early; coordinate authorized payment timing with leadership.
- Prepare required fiscal reports, continuation budget support, financial statements, and information requested by the fiscal agent, Finance Committee, Board, CPA, or auditor. Coordinate outside-bookkeeper cleanup and financial-review work without duplicating or bypassing internal approvals.

Purchasing inventory and reimbursement

- Provide expenditure guidance; verify necessary, reasonable, allocable costs, program purpose, current procurement rules, price comparisons, approvals, conflict disclosures, and vendor responsibility/debarment checks where required.
- Process approved check requests and credit-card requisitions; match statements to itemized receipts and approvals, distinguish reimbursable paid expenses from unpaid balances, and document partial-payment allocation without duplicate claims.
- Prepare ERaCA drawdown documentation, cover sheets/attestations, expense summaries, account codes, approvals, invoices, payroll/time evidence, and payment support. Submit only when authorized and required conditions are met; track receipts and reconcile reimbursement to the ledger.
- Follow documented NCDPI directions on available fund-year ordering while separately tracking the expense's actual program period. Itemize lump-sum transportation invoices by trip date and cost and match each to approved field-trip documentation.

- Review mileage/travel logs, approved rates and dates, routes, receipts, and requests; maintain separate evidence for vehicle reimbursement, lease, meals, snacks, field trips, and shared costs. Verify counts and allocations and exclude duplicate or ineligible costs.
- Coordinate inventory records with designated staff: acquisition cost/date, identifiers, funding/award share, ownership, location, use, condition, and disposition. Support annual CCIP inventory submission, physical-inventory reconciliation, and required disposition approval.

Reconciliations controls and monitoring

- Prepare monthly bank, credit-card, and payroll reconciliations; investigate unmatched items and document corrections. Provide the complete reconciliation to the Program Director for dated independent review, or Executive Director when the Program Director prepared it or has a conflict.
- Preserve separation of initiation, authorization, payment, recording, and review. Disclose and recuse from personal/related-party transactions; obtain the independent approvals required by ECAA. Do not approve personal compensation, invoices, or reimbursements.
- Maintain fiscal-monitoring and audit files; explain processes, produce requested records, participate in reviews, and support the fiscal agent's attendance and response obligations. Track questioned costs, repayments, corrections, and deadlines through authorized channels.
- Complete final payroll, expenditure reconciliation, drawdown support, financial reporting, property records, retention review, and fiscal closeout for each season and funding period. Flag unresolved obligations to leadership.
- Attend role-appropriate grant fiscal training, onboarding/continuation budget sessions when designated, procurement and payroll training, and required staff meetings. Keep the fiscal agent informed; this position does not automatically hold the fiscal agent's legal/signatory authority.

Shared staff responsibilities

- Follow ECAA policies, the approved grant design, assigned schedules, nondiscrimination requirements, and role-specific directions. Perform other assigned duties that support Champions Academy and are appropriate to the position.
- Complete required onboarding, background-check clearance, handbook and emergency-role acknowledgments, meetings, professional development, and performance reviews. Submit credentials and renewal information; report changes affecting eligibility through the required process.
- Record all actual work, including preparation, training, documentation, and closeout, on weekly timesheets and required Time and Effort records. Identify grant and non-grant activities accurately; submit records for independent approval. Do not charge unrelated work to the program.
- Protect student, family, personnel, and financial information. Use authorized systems and individual credentials; secure paper files, devices, and grant property. Report breaches, loss, theft, damage, and inappropriate technology use promptly.
- Know and practice the posted ECCO evacuation, shelter, lockdown, lockout, medical-emergency, missing-child, and reunification procedures. Participate in assigned drills; maintain accountability and supervision whenever responsible for students.
- Report suspected abuse or neglect directly to the appropriate authorities without waiting for internal approval, then notify leadership as required. Report misconduct, conflicts, fraud, or safety concerns through the established process; uphold whistleblower protections.

Qualifications

- Proposed qualifications for ECAA approval: relevant accounting/bookkeeping education or demonstrated equivalent experience in nonprofit accounting, payroll, and financial reporting.
- Experience with QuickBooks, Paychex or equivalent systems, spreadsheets, reconciliations, supporting-document review, and grant fund accounting.

- Ability to interpret approved budgets, account codes, cost allocations, procurement controls, time-and-effort records, and reimbursement requirements.
- Strong numerical accuracy, organization, discretion, deadline management, and communication; ability to work with the outside bookkeeper, CPA, fiscal agent, and program leadership.

Work schedule and environment

Work is assigned at the Ebenezer and ECCO campus, 734 Apple Street, Burlington, North Carolina, and at approved off-site activities as relevant to the role. Afterschool planning uses 3:00-6:00 PM on full ABSS student days; Summer 2027 planning uses 8:00 AM-5:30 PM. Preparation, meetings, family events, training, and closeout may occur outside student-service hours. Follow the current approved calendar and assigned coverage; a budget allocation is not a promise of hours.

Budget narrative reference: 30 hours/week for 45 academic-year weeks and 7 compensated weeks per summer. Actual work and the approved staffing allocation control.

Performance and required work products

Performance review covers assigned duties, work products, documentation, safety, confidentiality, attendance, teamwork, and compliance. Retain required plans, logs, approvals, reports, and supporting records. Participate in annual and summer/end-of-assignment evaluations, corrective steps, and follow-up.

ECAA is an equal opportunity employer. Duties will be assigned within the employee's qualifications, training, and applicable accommodations.