



Coastal Horizons Center, Inc., (www.coastalhorizons.org) is currently seeking a qualified **Chief Financial Officer** to perform a key role in the management of our organization, who will be responsible for providing leadership, strategic planning, and fiscal oversight of all financial affairs of the organization. This position's various duties include: budgeting, financial reporting, financial analysis, new business opportunity analysis, capital budgeting, endowment investments management, IRS, contract and grant compliance, board interaction, department supervision, cost reporting and internal auditing.

ESSENTIAL DUTIES AND TASKS:

- Oversees all company accounting practices, including accounting department, preparation of budgets, financial reports, tax and audit functions.
- Direct financial strategy, planning and forecasting; conferring with president, vice president, department heads and finance committee.
- Advises the President/CEO, the Finance Committee and the Board of Trustees with respect to financial conditions and trends of the organization; prepare related reports that understandable to non-accountants;
- Prepares monthly financial statements for the agency and oversees monthly/quarterly billings per contractual agreements;

REQUIREMENTS

- Bachelor's degree in Accounting or Finance, combined with 10 plus years of related experience, with preferable additional education, i.e. Master's level in Accounting or Finance. CPA certification would be desired.
- Considerable knowledge of general laws, ordinances, and administrative policies governing non-profit operations, practices, and procedures.
- Considerable knowledge of financial programs, policies, records, and related practices.

Please send (or fax) resume and cover letter to: (no phone calls please)

Coastal Horizons Center, Inc.
Attention: Human Resources
615 Shipyard Blvd.
Wilmington, N.C. 28412
fax (910) 790-0189

Or email resume to: jobs@coastalhorizons.org