



Prevent Child Abuse North Dakota (PCAND) is a 501(c)3 nonprofit committed to a safe and nurturing environment, free from abuse and neglect, for all children. By building public awareness, educating communities, advocating for public policies, developing strategic partnerships, and providing training and technical services, PCAND is working to strengthen and empower families and children across the state.

We are hiring a Fiscal Manager to work with the Executive Director and management staff in the development of the agency budget and other budgets as required. The Fiscal Manager will:

- Maintain financial records.
- Assure bookkeeping practice conforms to generally accepted accounting principles and procedures and that financial integrity is maintained.
- Oversee grant-related expenditures and in-house fiscal procedures to ensure conformance with budget restrictions and limitations.
- Prepare payroll and is responsible for related transactions and reports.
- Prepare required financial, narrative and statistical reports to funding sources.
- Prepare required financial reports to the Board of Directors.
- Evaluate the program budgets and monitors program expenditures for compliance and effectiveness.
- Coordinate with auditor for production of required agency audit required by law.
- Serve as the contact person for financial transactions which include payroll, invoices, billing data and requests for purchases.
- Evaluate, monitor and make recommendations to the Executive Director regarding financial and personnel policies and procedures.
- Assist Executive Director in identifying and securing funding sources consistent with agency goals.
- Assist in grant writing.

Requirements: Experience with standard accounting principles and practices. Knowledge of current payroll policies and practices. Ability and skill to plan, organize, distribute and supervise administrative support functions. Working knowledge of personal computer operating systems. Working knowledge of financial and work processing software applications. Ability to work independently and to make timely and effective decisions. Strong oral and written communication skills.

Schedule: Full-time position – 40 hours per week – 8:30 to 5:00 p.m. Monday through Friday.

Location: Bismarck

Compensation:

- Benefits include: health, dental, life, vision and 401k.
- Each full-time employee receives paid holidays, sick days, vacation days and personal days in accordance with the Prevent Child Abuse North Dakota Employee Handbook.
- Salary is commensurate with educational and professional experience.

If you are interested in applying for this position please send a cover letter, resume, three references and salary history to info@pcand.org.