



Organization: Democracy North Carolina
Position: Accounting and Payroll Manager
Location: Morrisville, NC
Salary Range: \$55,000 to \$62,000

Organization Overview

Democracy North Carolina (Democracy NC) works to strengthen democratic structures, build power in disenfranchised communities, and inspire confidence in a transformed political process that works for all. Through grassroots organizing, policy advocacy and research, and strategic communications, the nonpartisan organization aims to protect and advance voting access, ensure fair representation, and increase the participation of those historically underrepresented in the political process, especially people of color. For nearly 30 years, this 501(c)3 nonprofit (and its predecessor, Democracy South) has taken on powerful institutions and politicians, regardless of party, and promoted reforms that expand public involvement in civic life. Democracy NC works closely and in coalition with reform-minded local, state, and national partners to achieve the policy outcomes and grassroots participation necessary for a just and equitable democracy.

Position Overview

The Accounting and Payroll Manager is responsible for daily, weekly and monthly accounting responsibilities to ensure incoming funds and outgoing payments are recorded accurately and timely; processing semi-monthly payroll; and supporting the annual audit. Additional responsibilities include general office management and supporting the development and human resource functions for the organization.

The Accounting and Payroll Manager reports to the Finance and Operations Director, who leads key organizational systems including financial management and operations. This position is full-time and based in the Morrisville office. Although Democracy North Carolina offers flexible/hybrid work options for most employees, a major function of the Operations Team is to provide consistent, reliable in-office coverage. Because of the nature of this role, the Accounting and Payroll Manager is expected to work in the office 5 days per week.

Responsibilities

Accounting

- Reconcile bank account statements on a monthly basis, usually by 10th of the month.
- Enter all income into QuickBooks, properly accounting for their source; ensure that all deposits are made in a timely manner (same day, or within three business days)
- Enter transactions (bills) for all vendor invoices using QuickBooks accounting software. Capture sales tax paid for each purchase so that the organization can seek reimbursement. Dispense payments in a timely manner.
- Enter transactions for all employee reimbursements using QuickBooks accounting software. Capture sales tax paid for each purchase so that the organization can seek reimbursement. Dispense payments in a timely manner.

- Follow financial processes as described in financial policies and propose updates to the Finance and Operations Director as needed.
- Maintain a system for tracking employee credit card expenditures and filing receipts. Maintain expense reimbursement records for all personnel. Reconcile company credit card statement on a monthly basis.
- Maintain required balance in HRA. Request approval for transfers as needed.
- Maintain required balance in checking account. Request approval for transfers as needed.
- Maintain calendar of regularly scheduled accounting tasks (by week, month, year).
- Troubleshoot QuickBooks issues with QuickBooks support resources.

Payroll

- Process semi-monthly payroll via ADP Workforce. Confirm hourly workers have submitted time cards and are approved by their supervisors.
- Generate General Ledger file and upload to QuickBooks.
- Stay attuned to ADP WFN updates and changes that impact the organization.
- Identify and participate in ADP WFN training that supports payroll.
- Troubleshoot ADP WFN issues with support resources as needed.

Audits

- Work with the Finance Director and auditor on accounting matters to ensure proper compliance and reporting.
- Provide documentation for all financial transactions.
- Work with the Finance Director and Auditor to complete the annual audit.

Development

- Make copies of all checks/donations received; write date received on each copy, then scan and upload to Development's Digital Processing folder.
- Log in to multiple donation processors to capture online donor information so that it can be entered into QuickBooks.
- Work with the Development Team and Finance Director to reconcile income reporting on a monthly basis.

Operations Support

- Maintain contact list and serve as primary contact for vendors and contractors providing maintenance or services for office (e.g. water delivery, recycling).
- Maintain a file of current HQ and regional leases.
- Create and maintain a process for office supply requests; anticipate office supply needs; purchase and organize office supplies.
- Address sales and business calls as appropriate.
- Maintain and update Office Manual as needed.

Other Duties as Assigned

Skills and Attributes

- High degree of discretion dealing with confidential information
- Ability to work independently, and as a team member
- Good verbal and written communications skills

- Highly organized, meticulous in their work

Qualifications

- Five (5) to eight (8) years of experience in accounting functions
- Nonprofit cost accounting experience. Quickbooks, strongly preferred
- Highly proficient in Microsoft Suite and Google Suite
- Knowledge of other software tools such as DocuSign, Slack, Zoom, a plus
- Commitment to Democracy NC's mission and values, including racial equity; ability and willingness to work with a diverse group of people.

Salary & Benefits

- Hiring Range: \$55,000 to \$62,000 based on experience.
- Medical, dental, and vision insurance with 100% employee premium coverage and 50% premium coverage for domestic partner/spouse and/or children.
- Health Reimbursement Arrangement for out-of-pocket medical expenses up to 76% for employees and 38% for covered family members
- Free Telehealth for all employees and family members
- Employer-provided life insurance and ADD
- 9 paid holidays + 1 week office closure at year-end
- 30 days paid time off per year
- 403(b) retirement option with employer contribution
- Individual and team professional development opportunities
- Casual, flexible work environment with a commitment to employee wellbeing and work/life balance
- For specific questions about Democracy NC's benefits, please contact Hannah James (HR Manager) at hannahj@democracync.org

Application Process

Please send the following to jobs@democracync.org with the subject line "**Accounting and Payroll Manager**" (no phone calls please):

- Cover letter with an overview of your professional background and interest in the position
- Resume
- In your email, please share how you first learned about this position

Hiring Timeline

- Applications will be reviewed on a rolling basis with a priority deadline of July 24, 2023. The role will remain open until filled.
- Applicants whose skills and qualifications most closely match the needs of this role will be invited to participate in up to two panel interviews with Democracy NC staff in August..
- Job offers are contingent upon successful completion of reference and background checks. Only prior convictions that risk the safety of our staff or the security of the organization will be considered disqualifying.
- Should you require any accommodation during the application process, please contact Hannah James (HR Manager) hannahj@democracync.org and we will work with you to meet your accessibility needs.

Democracy North Carolina is an equal opportunity employer committed to workplace equity through ongoing learning, discussion, investment in training, and continual recommitment to [our core values](#). Our organization considers applicants equally of race, color, creed, religion, sex, national origin, disability, marital status, age, gender, gender identity, disability, sexual orientation, or prior record of arrest or conviction. We seek a workplace that reflects and embraces the full range of the nation and state's diversity.