

Position: Director, Finance

Organization: United Way Greater Triangle

Location: Hybrid – Orange, Durham, Wake, and Johnston Counties, NC

Salary: \$100,000 to \$120,000/year + generous benefits
(medical, dental, 403b match, hybrid schedule)

About United Way Greater Triangle (UWGT)

United Way Greater Triangle (UWGT) connects people and resources to community-driven solutions that create lasting impact. We **invest** in effective programs, **convene** partners across sectors, and **amplify** the work of nonprofits that strengthen families and communities across Durham, Johnston, Orange, and Wake counties.

Position Overview

The **Financial Controller** is a senior finance leader responsible for ensuring the financial integrity, compliance, and operational excellence of United Way Greater Triangle. Reporting to the CEO, the Controller oversees all accounting operations and directly manages the **Senior Manager of Finance**, leading a team that supports UWGT's complex funding streams, community investments, and public-private partnerships. This position is both managerial and hands-on.

This role balances **technical accounting leadership**, **people management**, and **strategic partnership**, ensuring UWGT has the financial systems and controls needed to responsibly steward donor, government, and community resources.

Why This Role Matters

The Financial Controller ensures UWGT has the financial strength, discipline, and transparency required to responsibly steward millions of dollars in community investment. This role is essential to sustaining trust, enabling innovation, and supporting UWGT's long-term impact across the Greater Triangle.

Key Responsibilities

Financial Operations & Accounting Oversight

- Direct, coordinate, and develop a finance team including **two direct reports**, with primary supervision **Senior Manager of Finance** and **Manager, Accounts Receivable**
- Oversee all accounting functions, including accounts payable, accounts receivable, payroll, general ledger, cash receipts, and reconciliations
- Ensure accurate and timely execution of month-end and year-end close processes
- Review and approve journal entries, account reconciliations, and supporting schedules
- Ensure accounting practices align with GAAP and nonprofit accounting standards
- Develop an understanding of our systems (Financial Edge + Andar) for accuracy and reporting.

Financial Reporting & Board Support

- Prepare, review, and present monthly and quarterly financial statements, cash flow reports, and variance analyses for executive leadership and the Board of Directors
- Ensure reporting accuracy for restricted funds, grants, and contracts
- Partner with leadership to translate financial data into clear, decision-ready insights for non-financial stakeholders

Payroll, Cash Flow & Treasury Management

- Review and release bi-monthly payroll in coordination with a third-party payroll provider
- Oversee cash flow management, forecasting, and liquidity planning
- Manage treasury functions, including bank relationships and payment authorization controls
- Ensure appropriate segregation of duties and approval thresholds for disbursements

Budgeting, Forecasting & Financial Planning

- Develop, track, and inform the CEO of cash forecasting with a strong understanding of our revenue and expenses.
- Lead preparation and presentation annual operating budget and organizational forecasts
- Monitor budget performance and recommend course corrections as needed
- Support multi-year financial planning tied to UWGT's strategic priorities and growth initiatives
- Partner with program and development teams to ensure budgets reflect funding restrictions and timelines

Audit, Compliance & Regulatory Reporting

- Serve as primary liaison to external auditors and lead the annual financial audit
- Ensure timely and accurate filing of required tax and regulatory documents, including:
- Charitable Solicitation License
 - IRS Form 990
 - Form 5500
 - 1099 filings
 - Sales tax and other required filings
 - Oversee month-end and year-end financial reporting and documentation

Policies, Controls & Risk Management

- Develop, implement, and enforce financial policies and procedures
- Strengthen internal controls to safeguard organizational assets and mitigate risk
- Identify and proactively manage financial and compliance risks

Performance Management & Continuous Improvement

- Establish and monitor financial benchmarks and KPIs to assess organizational health
- Lead continuous improvement efforts to enhance efficiency, scalability, and accuracy
- Coach and develop finance staff, building a culture of accountability, service, and learning

Cross-Functional Partnership

- Collaborate with Philanthropy, Outreach, and Program teams to support:
 - Government contracts
 - Philanthropic grants

- Donor-restricted funds
- Pooled and collaborative funds
- Serve as a trusted financial partner in UWGT's community investments

What Your First Year Will Look Like - Controller Performance Scorecard

Financial Operations

- Month-end close completed consistently within established timelines
- Clean audit with no material weaknesses
- Accurate, timely financial statements delivered to leadership and Board

Compliance & Risk

- 100% on-time filing of all regulatory and tax requirements
- Strengthened internal controls documented and implemented
- Clear documentation for all grant and contract compliance requirements

Budgeting & Planning

- Annual budget completed on time with clear alignment to strategic priorities
- Quarterly forecasts reflect realistic revenue and expense projections
- Improved visibility into cash flow and restricted fund balances

People & Team Leadership

- Senior Manager of Finance meeting performance goals
- Clear role clarity, documentation, and cross-training within finance team
- Improved internal customer satisfaction with finance support

Strategic Partnership

- Program and Development teams report increased clarity and confidence in financial reporting
- Finance function viewed as a strategic partner, not just a compliance function

Application Process

To apply, please submit your résumé and a brief cover letter describing your experience to jobs@unitedwaytriangle.org.

United Way Greater Triangle is an equal opportunity employer. We strive to create a welcoming environment, enable success for all, and promote fairness, respect, and collaboration across our team and in the communities we serve.

United Way Greater Triangle is committed to fostering an inclusive and equitable organization that strives for equal opportunity in all its endeavors. We aim to create a welcoming environment, enable success for all, promote fairness, civility, and respect, and honor the diverse voices within our organization and the Greater Triangle community.