



JOB DESCRIPTION

Center for Women Part-Time Accounting Coordinator

Job Title: Part-Time Accounting Coordinator

Report To: Center for Women Program Director

Hours: 25 hrs/week - hybrid

Position Description: This position is responsible for processing accounting tasks related to the Center for Women resident trust fund and work release accounts, including: weekly bank deposits, weekly resident money orders and special withdrawals, compliance with NCDPS accounting policies and related forms (ie. 303b report, DC-190), and other duties assigned by the Center for Women Program Director. The position requires strong bookkeeping skills, must be an organized, self-starter, with excellent interpersonal communication skills who proactively manages time and tasks to meet deadlines related to CCT financial controls and NCDPS work release accounting compliance requirements.

Location and Facility Description: Based in Charlotte, NC, The Center for Community Transitions, Inc. (CCT) mission is to strengthen the community by helping people with criminal records and their families find a healthier and more productive quality of life. The Center for Women is a 24/7 residential, work, and study release program for women currently under the custody of the NC Department of Public Safety (NCDPS) who are within 3 years of release from state prison.

Duties & Responsibilities:

- Processes a variety of Center for Women accounting transactions to verify accuracy, proper calculations and amounts, including accurate and timely documentation
- Tallies monies received, reconciles resident trust fund accounts and prepares bank documents
- Prepares resident journal entries; reconciles monthly resident statements and may prepare other basic financial reports on a monthly basis.
- Prepares and maintains resident payroll records
- Responds to resident inquiries about trust fund balance and/or work release accounting
- Completes resident trust fund and work release accounting transactions and NCDPS reports
- Ensures resident trust fund receipts are received and prepared for CCT Accounting
- Makes regular trust fund deposits
- Ensures compliance with CCT internal financial processes and audit controls
- Maintains accurate trust fund and work release accounting records and data for the Center for Women annual report to the NC Legislature
- Organizes and maintains accounting files for resident trust fund accounts and work release accounting
- Assists Case Manager and Program Director with required NCDPS work release accounting paperwork





JOB DESCRIPTION

Center for Women Part-Time Accounting Coordinator

Knowledge, Skills and Abilities (KSA's):

- Associates or Bachelor's degree in Accounting or related discipline; or equivalent combination of training and relevant experience
- Must have demonstrated working knowledge of generally accepted accounting principles (GAAP), practices and reporting guidelines
- Working knowledge of accounting systems and other software (ie. Excel, Word, Access, MS Office, Chrome, etc.).
- Ability to maintain routine accounting records, including but not limited to gathering and reporting financial information/data in standardized formats
- Ability to detect, investigate, and resolve multiple financial scenarios, including knowing when to escalate to Program Director or higher level of management.
- Ability to demonstrate strong cultural competence while working with a diverse population of currently incarcerated women
- Ability to act with integrity, professionalism, and confidentiality
- Ability to be flexible, patient, yet assertive and able to work with a diverse population of residents and staff
- Able to work flexible hours including evenings and weekends
- Must have proven verbal and written communication skills
- Must have proven interpersonal, organizational skills
- Must have strong analytical and problem-solving skills, including attention to details
- Committed to helping and supporting the justice-involved population
- Prior experience or demonstrated knowledge of corrections (residential programs preferred)
- Ability to perform the essential functions of the job as defined in the Duties and Responsibilities of this job description.

