

**Partnership for Children of Cumberland County, Inc.**  
Fayetteville, NC

**Position Description Plan**  
**Job Description**

---

**Title of Position:** Multi-Accounting and Contracting (MAC) Coordinator

**Hiring Range:** \$30,614-\$34,441

**Supervisor's Name and Title:**

Controller

**FLSA Status:**

Regular, Full Time

**Date of Next Review:**

---

**Primary Purpose of Position:**

The MAC Coordinator will provide support to the Controller for implementation of the Multi-Accounting and Contract Plan; prepares financial statements and/or reports for the Partnership for Children of Cumberland County, Inc. and other Multi-Accounting and Contracting (MAC) sites. Ensures internal/external client satisfaction through effective personal management of interpersonal relationships.

**Duties and Responsibilities:**

**Multi-Accounting and Contracting (MAC) Coordination.** Under the direction of the Chief Operating Officer and the Controller, the MAC Coordinator will perform technical bookkeeping & accounting tasks for the Partnership for Children of Cumberland County, Inc. and other Multi-Accounting and Contracting (MAC) sites including but not limited to:

- Preparation, review, input and posting of journal entries.
- Preparation, review, input and posting of accounting source documentation to include but not limited to accounts payable invoices and cash receipts notifying the Controller of potential errors.
- Preparation of bank statement reconciliations in the accounting software.
- Prints accounts payable checks.
- Posting of initial budgets, budget amendments, and budget revisions in accounting software, as well as the monitoring of those budgets.
- General ledger analysis and reconciliation.
- Preparation of monthly and annual financial statements for MAC sites in formats approved by the N.C. Partnership for Children, and the Manual of Generally Accepted Accounting Principles (GAAP).

## **MAC Coordinator (continued)**

Page 2

- Participation in preparation for annual audit of the financial statements.
- Preparation of the solicitation license application
- Under direction of the Controller, the MAC Coordinator will prepare annual form 990
- Work closely with the Controller for audit preparation and audit packets

In the event the MAC Coordinator possesses bilingual skills, the incumbent may be required to perform translation services at the direction of the President.

Participate in community events and PFC sponsored events at the direction of the President.

The MAC Coordinator is responsible for other duties as assigned.

It is the responsibility of all staff to contribute to the positive work environment at the Partnership for Children of Cumberland County.

PFC staff may work multiple grant activities to include Smart Start, NC Pre-Kindergarten, etc. and time worked will be allocated as appropriate.

PFC staff may work in other counties at the direction of the PFC President or designee and time worked will be allocated as appropriate.

### **ESSENTIAL FUNCTIONS :(4)**

#### ***Non-Supervisor***

1. Responds to concerns/complaints (internal and/or external) in a professional/timely manner; refers concerns/complaints to immediate supervisor, when appropriate; maintains composure at all times;
2. Assumes responsibility for personal productivity and quality of work; recognizes/communicates problems and suggests solutions to immediate supervisor;
3. Carries out directions; follows through and completes assignments in acceptable time frames; applies technical and procedural know-how to get the job done in an acceptable manner; adjusts behavior for the effective use of time and resources;
4. Effectively supports co-workers in establishing and achieving objectives while showing courtesy and respect toward others;
5. Assumes responsibility for managing personal time/schedules/deadlines; advises immediate supervisor of any conflict which may inhibit the organization's obligations; observes established rules/policies/procedures;
6. Communicates ideas/information for improving efficiency/procedures/cost control;
7. Coordinates time off/time away from work site with immediate supervisor to minimize disruptions to the unit/ organization;

## **MAC Coordinator (continued)**

Page 3

8. Takes initiative to accomplish goals; demonstrates ability to learn on the job; maintains appropriate skills for the position;
9. Interacts with other departments/providers to assure information that affects the organization is communicated to the proper recipients.
10. Acknowledges and abides by all PFC established policies and procedures.

### **Knowledge, Skills, and Abilities:**

1. Advanced skills to include bookkeeping and spreadsheets.
2. Have technical ability to carry out duties with regard to laws, rules, and regulations.
3. Ability to express ideas clearly and concisely, both verbally and in writing, and to plan and execute work effectively within a specified time frame.
4. Ability to make decisions and to take appropriate action within the boundaries of the position.
5. Superior organizational skills and initiative; capacity to accept and follow through on assigned responsibilities with minimal supervision.
6. Ability to establish and maintain effective working relationships with Board and/or committee members, supervisors, peers, private providers, community agencies, and other resources.
7. Ability to carry out functions with minimal supervision.
8. Ability to foster an environment that minimizes consequential errors.
9. Communicates clearly and concisely, both orally and in writing.
10. Ability to maintain confidentiality of information in the performance of duties.
11. Possess strong interpersonal skills that allows for appropriate interaction with personnel in the state, in the community, and within the agency.
12. Works competently with the computer and related software, calculator, telephone, fax machine, copy machine, and other equipment, as required.

### **Education and Experience - Minimum Requirements:**

1. Bachelor's degree or equivalent, in accounting preferred, business, finance or other comparable field with qualifying experience may substitute provided the requisite skills have been obtained.
2. Minimum of five (5) years of progressively responsible bookkeeping or accounting experience, preferably including experience in a non-profit agency setting.

**MAC Coordinator** (continued)

Page 4

3. Valid driver's license required.

**Physical Requirements:**

Must be able to perform *Essential Functions* of the position.

**Employer's Rights:** This job description is general in nature, and illustrative of the kind of duties and responsibilities required of this position. It is not exhaustive and does not contain a detailed description of all of the duties that may be required of the incumbent occupying this position.

<b>Created /Evaluated</b>		<b>Description of Changes</b>
<b>Revised</b>	<b>July, 2010</b>	
	<b>Sept., 2012</b>	
	<b>May 2014</b>	<b>Direct report change/ Supervision Removed/ Essential Functions</b>
	<b>May 2017</b>	<b>Added additional duties from Fiscal Monitoring description</b>
<b>Re-evaluated</b>	<b>Sept., 2012</b>	
	<b>Sept 2017</b>	<b>Salary Range</b>