

**Position Announcement: Director of Finance**

**Location:** Port Charlotte, FL

**Employment Type:** Full-Time, Exempt

**Salary:** Commensurate with experience

**Application Instructions:** Submit a cover letter and resume to [hope@unitedwayccfl.org](mailto:hope@unitedwayccfl.org)

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**About United Way Charlotte County**

United Way Charlotte County mobilizes the power of our community to break the cycle of poverty. We are committed to creating lasting change by supporting programs and initiatives that address critical community needs.

We are currently seeking a mission-driven professional to join our leadership team as the **Director of Finance**. This individual will play a key role in ensuring the financial health, operational efficiency, and human resources management of our organization.

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**Position Summary**

The Director of Finance is responsible for overseeing all financial, human resources, and operational functions at United Way of Charlotte County. This role ensures that our internal systems and infrastructure effectively support our mission-driven programs and community impact.

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**Key Responsibilities**

- Lead financial planning, budgeting, forecasting, and reporting
- Manage accounts receivable/payable, payroll, and grant tracking
- Maintain compliance with all regulatory and funding requirements
- Develop and enforce strong internal financial controls
- Oversee human resources, including onboarding, benefits administration, and employee support
- Manage organizational systems, including QuickBooks, DonorPerfect, and HR platforms
- Support day-to-day operations and implement organizational policies
- Collaborate closely with the Executive Director and Board of Directors

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## **Qualifications**

- Bachelor's degree in Accounting, Finance, Business Administration, or related field
- Minimum of five years of experience in nonprofit or small business finance/operations
- Proficiency in QuickBooks and Microsoft Excel
- Strong analytical, organizational, and problem-solving skills
- Effective communicator with a collaborative approach
- Familiarity with human resources functions and nonprofit operational policies

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## **Why Join Us?**

This is more than a finance role—it is an opportunity to lead strategic operations in a purpose-driven organization. As part of a close-knit team, your contributions will directly support programs that make a meaningful difference in the lives of individuals and families in Charlotte County.

## **Benefits include:**

- Flexible schedule
- Generous paid time off and holidays
- Mission-driven work that creates tangible impact

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**Learn more at:** [www.unitedwayccfl.org](http://www.unitedwayccfl.org)

**To apply:** Email your resume and cover letter to [hope@unitedwayccfl.org](mailto:hope@unitedwayccfl.org)