

JOB DESCRIPTION

NCIOM Business Manager (Part-Time)

Position Title:	Business Manager
Department:	Finance / Administration
Reports To:	President/CEO and Director of Strategic Operations
Hours Per Week:	Approximately 20 hours per week
Salary Range:	\$45 per hour
Posting Date:	July 23, 2026
Application Deadline:	Review of applications will begin on 8/27/26. The position will remain open until filled.

POSITION SUMMARY

The North Carolina Institute of Medicine (NCIOM) is seeking an experienced, detail-oriented part-time Business Manager to support the financial and administrative operations of our quasi-state agency. This position is central to the fiscal integrity of our contract/grant-funded programs and the long-term financial health of the organization. Core responsibilities include contract/grant financial reporting, accounts payable and receivable, and developing budgets for contract/grant applications.

We are particularly interested in candidates with hands-on experience navigating North Carolina state agency contract processes and reporting and non-profit financial management. Familiarity with NC state government reporting requirements and contract administration is a significant asset in this role.

This is a part-time position of approximately 20 hours per week. A flexible schedule is available, and hours can be structured to accommodate the candidate's availability. Compensation is structured as hourly pay. Candidates are responsible for determining how employment may affect any retirement benefits or income eligibility requirements applicable to their individual circumstances.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Grant/Contract Financial Reporting

- Prepare accurate and timely financial reports for state and private awards in compliance with funder requirements.
- Monitor contract/grant expenditures against approved budgets and alert leadership to variances or potential issues.
- Reconcile contract/grant accounts monthly and ensure proper allocation of expenses to appropriate funders.
- Maintain organized contract/grant files, including financial documentation required for audits and funder site visits.
- Apply working knowledge of NC state agency contract reporting requirements, OSBM guidelines, and state pass-through grant conditions as relevant.

- Assist with preparation for annual audit.

Timesheet Administration

- Serve as the primary point of contact for staff timesheet processes, providing guidance on time reporting requirements and resolving timesheet-related questions.
- Review, track, and coordinate the timely submission and approval of employee timesheets; ensure accurate allocation of labor across grants, contracts, and organizational activities.

Accounts Payable and Receivable

- Prepare and submit invoices to funders and track receivables to ensure timely collection.
- Assist the Director of Strategic Operations and our accounting firm to process invoices, ACH/check requests, and expense reimbursements in a timely and accurate manner.

Grant/Contract Application Budget Development

- Collaborate with program staff, President/CEO, and the Director of Strategic Operations to assist with the development of accurate and competitive budgets for grant/contract proposals.
- Prepare detailed budget narratives that justify line items in accordance with funder guidelines and allowable cost requirements.
- Research funder budget requirements and ensure proposed budgets align with organizational policies.
- Calculate fringe benefit rates, indirect cost rates, and personnel cost allocations for contract/grant proposals.
- Leverage knowledge of NC state agency budget structures and cost allocation methodologies when preparing budgets for state-funded contracts.
- Review grant budgets prior to submission for accuracy, completeness, and compliance.
- Draft and review vendor terms and funder contracts to ensure terms align with our organizational goals and capacity.

General Financial Administration

- Provide and present budget-to-actual reports to program staff (approximately every two months).
- Work with accounting firm to ensure the maintenance of financial records in QuickBooks.
- Assist with month-end and year-end close processes.
- Support the preparation of the annual organizational budget.
- Perform other related financial and administrative duties as assigned.

MINIMUM QUALIFICATIONS

- Associate's or Bachelor's degree in Accounting, Finance, Business Administration, Public Administration, or a related field; substantial equivalent experience will be considered.
- Minimum of 3-5 years of progressively responsible experience in financial management, contract/grant administration, or public-sector budget and fiscal operations.
- Demonstrated experience with grant financial reporting, compliance, and budget development.

- Proficiency in Microsoft Office Suite, particularly Excel and accounting software (QuickBooks preferred).
- Strong understanding of generally accepted accounting principles (GAAP).
- Exceptional attention to detail and strong organizational skills.
- Ability to manage multiple deadlines and work independently with minimal supervision.
- Strong written and verbal communication skills; ability to present financial information clearly to non-financial audiences.

PREFERRED QUALIFICATIONS

The following qualifications are not required but are strongly valued and will distinguish competitive candidates:

- Prior experience in a North Carolina state agency, county government, or other NC public-sector entity in a financial, budget, or grants management role.
- Working knowledge of NC state budget processes, OSBM (Office of State Budget and Management) guidelines, or NC state pass-through grant administration.
- Experience administering or reporting on grants from NC state agencies (e.g., DHHS, NCDE, NCDA&CS, NCDEQ, or similar).
- Prior experience with audits in a nonprofit context.
- Experience working with multiple funding sources simultaneously (federal, state, foundation, corporate).

WORK ENVIRONMENT AND SCHEDULE

This part-time position requires approximately 20 hours per week. Scheduling is flexible within core business hours and can be structured to accommodate the candidate's preferred availability. We welcome applicants from across North Carolina, particularly those who can reasonably travel to the Triangle area for periodic in-person collaboration. This position involves primarily sedentary computer-based work.

HOW TO APPLY

Please submit a resume, cover letter, and three professional references in PDF format to Deidre Bishop (Deidre_Bishop@nciom.org) with the subject line "Business Manager Application." Applications will be reviewed on a rolling basis until the position is filled. No phone calls, please.

NCIOM is an equal opportunity employer and is committed to creating an inclusive environment for all employees. All qualified applicants will receive consideration for employment without regard to race,

color, religion, sex, sexual orientation, gender identity, national origin, age, disability, veteran status, or any other legally protected status.