

**Topic:** Finance Staffing at Coalitions

**List Serve Question:** How do Coalitions fill their finance management functions: with in-house staff or contracted out functions?

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| Coalition | In House or Contracted | Additional details |
| Alaska | In House | ANDVSA has a .60FTE  Financial Administrator who does our payroll, drawdowns, and budgeting. She is a CPA. We also have a .80 FTE who is an accounting tech.  When this person is out for extended times, we outsource our checkwriting.  We also have a 1FTE Operations Coordinator who supervises the accounting tech and an .80FTE office coordinator. |
| American Samoa | In House | We have an Office/Finance Manager who’s responsible for our bookkeeping.  She is FT employee.  We use a contractor as our accountant. |
| Arizona | In House | (Bookkeeper full-time) her duties are accounts payables and receivables, and she also process our payroll.  The Co-Chief Executive Officer oversees and manages the finances, creates our annual budget and budget projections, financial reporting and budget oversight on all our grants. |
| California | Contracted | Our full-time Administrative Director liaisons with contracted/out-sourced Accounting Firm.  And our Admin Director (plus Admin Coord & Admin Asst) perform some functions in-house (to ensure appropriate controls & separation of duties).  With our current Staff & out-sourced Accounting Firm, it’s finally working really well. |
| Delaware | Both | 1 full time Director of Finance and Operations – budget development/grant management, state grant invoicing, accounts receivables/payables, timesheet/time allocation, supervises an admin assistant for operations, supervises a contracted bookkeeper for payroll.  We contract with a bookkeeping firm for a part-time (about 2 hours a week) bookkeeper to do payroll and grant time allocations. |
| Georgia | Contracted | Two days a week with a private firm. |
| Illinois | In House | We have an inhouse position that we have really been challenged to fill. Title is Chief Financial Officer.  For the time being we are contracting out and handling some day to day internally until we find the right person.  I much prefer in house. |
| Iowa | In House | Iowa has a full-time Director of Finance and Administration. We contract out for payroll. |
| Kansas | In House | Director of Finance and Administration (full time), Accounting Manager, (full time), Accounting Assistance (full time) |
| Massachusetts | Both | In House, full time position: Director of Finance and Administration (this position oversees HR, Finance, IT and operations)  Contracted part time bookkeeper |
| Minnesota | Contracted | No in-house finance staff ---- we do have an office and events administrator FT on staff who handles some of the financial matters --- coding, contracts with vendors, etc.  I contract part time with an accountant and have a payroll service who also handles tax matters like 1099 etc. |
| Mississippi | In House | ! Full Time In House Finance Manager |
| Montana | In House | We have two in house admin staff: Administrative Coordinator and Administrative Director. |
| Nebraska | In House | 1 full time position, Fiscal Manager |
| Nevada | Both | We have a full-time Administrative Director, Administrative Coordinator and a part-time contract bookkeeper. |
| New Hampshire | In House | 1 full time Director of Finance and Operations – budget development and projections, financial reporting, grant management, grant writing, HR, office space management, policy development, supervise Office Coord. andBookkeeper.  1 full time Bookkeeper who performs member program reimbursements, state & federal grant invoicing, accounts receivables/payables, payroll, timesheet/time allocation for payroll and grant time allocations. |
| New York | Both | 1 part time bookkeeper, ar/ap, grant budgets and invoicing.   We outsource to a payroll company. In the near future we will be contracting with a CPA to provide higher level oversight including guidance with budgeting, projections and cash flow. |
| Ohio | Contracted | We contract out, which is a change. I never thought I would love it as much as I do. The company does all non profit work and a number of DV programs in the state.  Personnel change in their shop, no worries on our end,, it all still flows. |
| Oklahoma | Both | Full time bookkeeper and a contracted CPA |
| Oregon | In House | We have a part time (20 hours) fiscal coordinator position and use PayChex to do payroll. |
| Pennsylvania | In House | We have 5 full-time finance staff:  Chief Finance & Administrative Officer (over Finance, IT, HR)  Fiscal Specialist- Contracts (subcontracts to programs)  Fiscal Specialist  Fiscal Coordinator  Finance/Administrative Coordinator |
| Rhode Island | Contracted | Contract with a company for 2 - 3 full days a week |
| Tennessee | Both | We have a full-time CFO and two full-time specialist who work on financial matters. We also contract with a part-time bookkeeper. |
| Texas | In House | **F**our staff:          Director of Finance                              Staff Accountant                               Accounts Payable (full time)                               Grants Reporting & Compliance  All of these hold an undergrad degree or higher in accounting (plus the current CEO is a CPA). |
| Vermont | In House | 1 In house position, full time and she is an important leader and thought partner. |
| Washington | Both | Full time in house Accountant  Contracted part time bookkeeper |
| West Virginia | In House | We have one in-house full-time Finance Manager (CPA). |
| Wisconsin | In House | Four (4) full time finance staff.  One CFO, one Associate Finance Director (these two positions create budgets (general operating and for grants), grant compliance and reporting, and general oversight of our finance department) and then we have 2 accountants who do payroll, AP and AR.   We have 65 different funding sources and 50 staff ---which is why we need so many!  We also manage a $1 million prevention program with 12 sub-grantees. |

Comments/notes from the list serve responses are included above.

This information was self reported by Coalitions through the NNEDV list serve in February 2018.