



Position Announcement August 12th 2014

Position: Finance Director

Reports to: Executive Director

Supervises: Finance Assistant

Status: Exempt. Full-time, Regular Position

Summary: KIDS Center seeks a highly qualified Finance Director with motivation, professionalism, talent and passion for helping KIDS Center meet its mission through fiscal stewardship. The Finance Director directs the fiscal and business activities for the organization. Responsibilities include developing and implementing systems and procedures to improve the fiscal quality, efficiency, and grant compliance of the organization, maintaining Payroll files, and assisting the Executive Director in the operations of the agency. This is a unique opportunity for a talented and driven individual with an accounting and finance background to contribute to the prevention, evaluation and treatment of child abuse.

To Apply: Submit Cover Letter and Resume by email to Lisa Weare at lweare@kidscenter.org or fax to 541-647-1143, or mail to 1375 NW Kingston Ave, Bend OR 97701. Attn: Lisa Weare, Operations Coordinator. Submit by August 26th for consideration.

All-Agency Duties and Responsibilities

- Quality improvement processes: participates in evaluation of individual and team functioning, actively works towards team goals and KIDS Center objectives.
- Communicates customer or staff feedback appropriately to supervisor.
- Conforms to KIDS Center policies, procedures and protocols.
- Upholds KIDS Center mission, vision and values.
- Interacts with all clients, staff and board with high ethics and accountability.
- Accountable to HIPAA standards (or more stringent standards as developed by KIDS Center) for client privacy and confidentiality.
- Responsible for communicating professional development needs and works with KIDS Center to address those needs.

Essential Functions/Major Responsibilities

Specific responsibilities include but not limited to:

Finance

- Uses fund accounting for non-profit for all facets of the organization's finances
- Works closely with Development Director to prepare financial reports for grant applications; monitor and report grant monies, balance grant and financial statements; submit online grant financial reports
- Participate in Board and Leadership Team meetings. This includes but is not limited to the preparation and distribution of monthly financial statements and providing updates on identified projects or activities
- Direct the preparation, analysis, and distribution reports for regular financial monitoring, cash flow and forecasting as requested by the Executive Director and/or Board of Directors
- Works closely with directors to prepare and monitor annual operating budget and develop systems to improve the operating quality and efficiency of the organization
- Develop strategic discussions and draft financial strategic goals for Executive Director and Board approval; analyze complex financial needs for the agency, make recommendations and advise Executive Director and Board as needed
- Supervises Finance Assistant: provide training for backup to Director, Payroll, AP and other accounting functions, medical billing and IT support
- Maintains the general ledger (includes, but not limited to): structure of chart of accounts; preparation of financial statements for annual tax return and audit; monitor cash flow; grant reporting; balances bank statements; develops systems for fiscal management; records revenues, fixed assets and depreciation expense
- Accounts payable: Oversees process of expense allocations; disbursements; annual 1099's and 1096's
- Accounts receivable: posts bank deposits; prepares invoices for grants and other receivables; provides support for collections of monies due the KIDS Center
- Knowledgeable in investments and endowments
- Develops financial policies and procedures that reflect regulations and highest ethical standards
- Responsible for making sure proper accounting standards are kept across the agency, including GAAP; assists with regular review of practices to meet these standards

Payroll and Benefits

- Oversees payroll processing: ensures that employees are paid accurately and on time; monitors payroll vendor to ensure payroll taxes are paid, quarterly and annual federal and state payroll taxes are filed and W-2's prepared
- Human resources: assists with employee issues; reviews benefit plans annually to make sure employees are getting the best plan available within budget constraints

Facilities and IT Support

- Evaluate, purchase, and renew insurance policies as needed for the organization in consultation with the Executive Director
- Contract issues: assists with review and maintenance of contracts
- Oversees facility maintenance and security system
- Responsible for making sure staff have phone system, computers, copiers and printers current and working properly

Medical Billing

- Oversee medical billing process, providing support and assistance when necessary

Qualifications

- This position requires a minimum of 5 years full-charge non-profit accounting experience, combined with degree requirements listed below. Experience should also include a combination of human resource duties, supervising others, and leading projects
- Bachelor's degree in directly related field required. Master's degree in related field strongly preferred
- Highly proficient at fund accounting
- CPA certification, non-profit management certifications, or human resources certifications strongly preferred
- Knowledge and ability to prepare, analyze, and interpret accounting and financial reports
- Excellent oral and written communication skills and ability to write professional business communication, reports, budgets, and generate forms
- Work requires significant autonomy, ability to meet or exceed deadlines, balance numerous projects and willingness to work a flexible schedule

Physical Requirements: Light work: exerting 1-20 lbs. of force frequently and up to 25 lbs. of force occasionally. Repetitive motions-frequent use of upper and/or lower extremities in a repetitive motion to use computer and telephone. Ability to communicate in-person and via technology, one-to-one and groups of all sizes

Status: Regular, Full-Time, Exempt

Benefits: Health/Dental/Vision Insurance, Paid Time Off, Holidays

Salary: DOE

Primary Location: Bend, Oregon

Travel/Flexibility: Personal vehicle use may be required, position requires local errands. Flexibility of schedule within normal business hours required

Other Requirements

- Pass a post-offer criminal background check (FBI, Oregon State, and/or Sex Offender Check)
- If a private vehicle is utilized for company purposes, validation of an Oregon Class C Driver's License, validation of driving record and approval for commercial policy insurability is required in conjunction with proof of personal minimum liability insurance coverage
- Reference checks will be conducted. Employment is contingent upon acceptable references