



Kids' FIRST Center Finance Manager (Bookkeeper or Accountant) Position Description

Reports To: Executive Director

Mission: To provide intervention and advocacy for children who are victims of, or witnesses to, crime.

Vision: Kids' FIRST Center's vision is to minimize the trauma experienced by children and families who've experienced child abuse and neglect through its multidisciplinary intervention, advocacy, support and strong community partnerships.

POSITION OVERVIEW

This position is for a highly qualified Finance Manager (Bookkeeper or Accountant) with motivation, professionalism, talent and passion for helping Kids' FIRST Center meet its mission through fiscal stewardship. The Finance Manager 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 providing intervention and advocacy for children who are victims of, or witnesses to, crime. This position is full time.

JOB RESPONSIBILITIES

Finance

- Works closely with staff 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 Finance Committee 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
- 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 regarding grants and finances
- Responsible for all accrual-based accounting tasks: Accounts payable and receivable, preparation of financial statements and documents for annual tax return and audit; monitor cash flow; grant reporting; bank reconciliations; records revenues, fixed assets; 1099 preparation.
- Develop a simplistic system to handle reimbursements for employees and volunteers.
- Develop efficient financial policies and procedures that reflect current accounting regulations and high ethical standards.
- Estimated job duties: 50% accounting / 50% administrative tasks

Payroll and Benefits

- Ensures that employees are paid accurately and on time; gathers and submits employee payroll information and changes to payroll processor; records payroll journal entries in QuickBooks by appropriate grant.
- Ensures employees are enrolled in appropriate benefit plans and monitors benefit changes.

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
- 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
- Monitor and track receivables from medical services

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
- Highly proficient at fund accounting
- 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
- Proficiency in QuickBooks software, and ability to learn other data management systems
- Knowledge of Medical Office Billing advantageous, but not required
- Proven ability to work in a team and build working partnerships. Can flexibly share leadership and build consensus
- Must successfully pass a criminal and DHS background check
- Willingness to work on non-accounting tasks to assist Executive Director where needed.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to stand; walk; reach with hands and arms. The employee is occasionally required to sit and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 15 pounds.

WORK ENVIRONMENT

This position is based in an office setting and may require travel and occasional work from other sites.

COMPENSATION

Salary range: \$37,000-\$50,000, DOE

Kids' FIRST Center offers a competitive benefit package, including but not limited to: paid time off, paid holidays, employer paid health and dental benefits for employee and family, and retirement match.

Paid Holidays: New Year's Day, Martin Luther King Jr. Birthday, Memorial Day, Independence Day, Labor Day, Veterans Day, Thanksgiving Day, Day after Thanksgiving, and Christmas Day.

Benefits: Kids' FIRST will pay 100% of the premiums for the following after successful completion of a 30-day probationary period:

Retirement: Simple Plan, American Funds (up to 3% salary match contribution)

F.S.A: Pacific Source F.S.A. (no premiums; participation is voluntary)

Disability: Short Term Disability and Long Term Disability

Fire Med: Membership for Lane County Fire Med ambulance services

Health: Providence Oregon Standard Silver Plan (employee and family)

Dental: Pacific Source Dental Choice (employee and family)

Vision: Included in basic health plan