



## Finance Manager Job Announcement

*Are you a financial wizard with a keen interest in complex situations? Do you like the satisfaction of figuring out a good puzzle? Do you have a heart for a critical mission? Like to feel like a superhero in a culture that celebrates the team and recognizes hard work? If you have experience in cost or fund accounting, aren't afraid of a good challenge, and enjoy knowing that what you do is making a difference every day, consider joining ACCESS as the new Finance Manager.*

*As part of this 5-person team, you will lead with an eye to detail, but also an eye on the future helping to develop processes for successful fiscal management. Do you have experience with GAAP and 3 years of high level accounting experience? Join ACCESS in our efforts to end homelessness, hunger, and protect our neighbors from the cold! Few jobs have such impact and this is your opportunity to be part of this mighty organization making a difference and building community.*

### Position Summary

The Finance Manager works within the Finance Department working closely with the Finance Director to ensure accurate and timely account reporting. This position supervises and oversees the Fiscal department staff to ensure compliance with grant regulations and ensure the smooth operation of programs.

ACCESS is a non-profit 501 (c)(3) organization, with an approximate 16M budget. This position is responsible for the agency, various limited partnerships, and subsidiary organizations; to ensure that all transactions are accounted for in accordance with GAAP as well as specific grant requirements. The Finance Manager supervises and processes month-end close including the review of reconciliations, month-end balances, production of monthly GAAP financial package, and research of statement of activities variances. This position plays a key role in month-end, quarter-end reporting, and year-end audits with external auditors.

### Position Requirements

- Belief in ACCESS' mission to help people help themselves.
- Three years of work experience in accounting or related field, and a minimum two years of supervisory experience.
- Bachelor's degree in accounting or similar field; the equivalent of work experience in fiscal oversight may be substituted.
- Experience in nonprofit accounting, Federal grant reporting, and A-133 audits.
- Knowledge and understanding of leading business and accounting practices.
- Knowledge of non-profit organizations, state & federal laws governing that status.
- Knowledge of U.S. GAAP, fund accounting, audits, budgets, grant management, contract monitoring and reporting.
- Strong attention to detail and excellent communication skills both written and oral.
- Critical Thinking – using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- Time Management – ability to prioritize workload and manage one's own time. Ability to set priorities and perform a variety of complex and broad work assignments.
- Excellent communication skills and project management skills; ability to work well independently and in teams.
- Proficiency in MS Office.
- Valid Oregon Drivers license with record that is acceptable under ACCESS' insurance policies.

### Preferred Qualifications

- Experience in MIP Fund Accounting Software.

<b>Salary:</b>	\$2,468.00 - \$2,962.00 Semi-Monthly DOE (exempt, full time)
<b>Benefits Offered:</b>	Health, Dental, RX, Vision, FSA, Vacation, Sick, Holidays, 403B Plan

Apply by Visiting [www.accesshelps.org](http://www.accesshelps.org)