



## Job Announcement

Posted: August 29, 2017

### *Finance Manager*

<b>Job Title &amp; Code:</b>	Finance Manager (Exempt)
<b>Job Hours:</b>	Full Time
<b>Salary:</b>	\$2,055.00 - \$2,625.00 Semi-Monthly DOE
<b>Benefits Offered:</b>	Health, Dental, RX, Vision, FSA, Vacation, Sick, Holidays, 403B Plan

*ACCESS helps create a community where people share skills and resources to develop a sense of responsibility for themselves and each other. We are a team of positive individuals who strive to make a change for the better in our community. Apply today. We look forward to meeting with you!*

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#### **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.

The 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 Duties & Responsibilities**

- Responsible for oversight of the agency accounting functions. Responsible for implementing Fiscal Department's goals, projects, procedures, methods and controls. Ensures all financial records and systems are in accordance with Generally Accepted Accounting Principles (GAAP).
- Trains and oversees employees preparing and processing AP/AR and payroll, in accordance with the organization's policies and procedures, applicable laws and state/federal guidelines. Coordinates, directs, and schedules all work performed within the program.
- Evaluates and determines training needs of fiscal staff, provides training or arranges training
- Assists the Finance Director in determining the activities, resources, equipment and materials needed to achieve the agency's strategic goals and objectives.
- Maintains limited partnership and subsidiary files and records.
- Supervise and perform monthly close process. This process includes the monthly production of the GAAP financial reporting package including the Statement of Financial Position, Statement of Activities, Cash Flow statement and various financial metrics.
- Responsible for reconciliation of accounting records to physical inventories, statements and records.
- Responsible for budget preparation, accuracy and presentation. Monitors financial activity to help department managers manage their budgets.
- Supplies financial information for grant applications generated by other departments.
- Proactively seek information about grant and program activity with other departments to determine applicable financial and technical accounting implications and internally report on financial performance.
- Responsible for monthly grant monitoring and reporting, including posting admin and other allocations.
- Focus on continuous process improvement relating to the efficiency and efficacy of accounting processes, policies and financial reporting;
- Assist with the creation and documentation of accounting policies and internal control framework



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- Work with the external auditors for multiple audits, such as the Financial Statement audit and A-133 audit
- Responsible for monthly and quarterly reconciliation, for example in-kind reconciliation within Donor Perfect, cash transfers between ACCESS operating and property bank accounts, and Barnett Townhomes LP.
- Prepares or certifies funding requests to Oregon Housing and Community Services (OHCS).
- Maintains detailed listings of all fixed assets (balance sheet and non-balance sheet).
- Prepares or posts journal entries as needed.
- Assures proper maintenance and storage of accounting department files, records, and reports.
- Acts as a back-up for Fiscal staff, primarily for accounts payable, accounts receivable and payroll.

#### **Position Requirements**

- Belief in ACCESS' mission to help people help themselves.
- Three years of work experience in accounting or related field.
- 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
- Excellent communication skills and project management skills; ability to work well independently and in teams.
- Ability to set priorities and perform a variety of complex and broad work assignments.
- 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.

#### **Apply by Submitting Application, Cover Letter, & Resume To**

ACCESS Attn: Human Resources; 3630 Aviation Way, Medford, OR 97504

OR Email [jzomerdyk@accesshelps.org](mailto:jzomerdyk@accesshelps.org)

Visit [www.accesshelps.org](http://www.accesshelps.org) for more information