



Job Announcement
Posted: September 23, 2021

Chief Financial Officer

ACCESS is a team of Superheroes that make a difference in the community every day. If you are a dedicated hardworking person interested in helping build your community then ACCESS is the place for you.

Job Title:	Chief Financial Officer
Job Hours:	Full time, Exempt
Salary:	\$105,864-\$127,032 Annually DOE
Benefits Offered:	Health, Dental, RX, Vision, FSA, Vacation, Sick, Holidays, 403B Plan

Position Summary

An executive-level position responsible for managing the financial activities of the organization and providing high level leadership, team building, and development to the Finance Department. The CFO will lead the organizations strategic financial initiatives, identify financial strengths and weaknesses, and propose corrective actions as needed. Will work with financial counterparts in the community to identify potential collaborative financial partnerships and lead new investment initiatives for the organization. Working closely with other senior finance team members, will provide financial reports and information to the organization's leadership team and outside stakeholders.

Primary Duties & Responsibilities

- Act in an executive capacity to lead ACCESS's finance department with clarity, integrity, transparency, and exceptional fiscal oversight.
- Must be able to demonstrate excellent leadership and team-building skills and ability to develop Finance Department staffing to meet significant workload and critical reporting responsibilities.
- Provide guidance to the Finance Director/Controller and the Finance Department to support clear, accurate and timely financial reporting to the organization's leadership team and Board of Directors.
- Directly supervise employees and carry out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring and training employees; planning, assigning and directing work; appraising performance; recognizing and disciplining employees; addressing complaints and resolving problems.
- Work with the Finance Director/Controller and the organization's leadership team in preparing comprehensive budgets and financial forecasts taking a high-level approach to support the development of targeted fiscal goals.
- Develop and implement the use of a cash flow model to be used in strategic financial planning for the organization's operating and capital expenditure activities.
- Work with banking partners to assure the organization's assets are effectively and responsibly managed.
- Periodically assess the organization's internal financial controls and assure that effective procedures are in place to mitigate the risk of material misstatement.
- Monitor material changes in funding and work with leadership to implement operational changes to address increases or decreases in funding as they occur.



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- Provide fiscal analysis and guidance on financial and other contractual agreements.
- Act as financial spokesperson as requested by the Executive Director and provide other fiscal leadership roles as requested by the Executive Director and/or Board of Directors.

Primary Requirements

- Belief in ACCESS's mission to provide food, warmth, and shelter.
- Advanced degree in accounting, finance, or equivalent degree in related field.
- At least five years of experience in a finance related executive level role for a mid-sized to large entity with excellent leadership and teambuilding capabilities.
- Knowledge of U.S. GAAP, fund accounting, audits, budgets, grant management, contract monitoring and reporting.
- Knowledge of non-profit organizations, state & federal laws governing that status.
- Ability to visualize, plan and implement financial programs and reports.
- Excellent written and verbal communication skills with the ability to convey financial information with clarity.
- Excellent analytical skills.
- Ability to handle multiple projects, unexpected changes, and prioritize projects.
- Ability to work with diverse people, organizations, and situations.
- Maintain client and agency confidentiality.
- Valid Oregon Driver's license with record that is acceptable under ACCESS' insurance policies.

Preferred Qualifications

- Experience providing oversight to federally funded grants and contracts.
- Experience in MIP Fund Accounting Software.
- Certified Public Accountant (CPA) License

ACCESS provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability, or genetics. In addition to federal law requirements, ACCESS complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities.

Apply by Sending Application, Cover Letter & Resume To
ACCESS Attn: Human Resources; 3630 Aviation Way, Medford, OR 97504
OR Email hr@accesshelps.org
Visit www.accesshelps.org for more information



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