



Job Announcement

Posted: June 7, 2019

Finance Director

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. Bring your leadership, attention to detail, and interest in ensuring agency financial compliance to this dynamic position.

Job Title:	Finance Director
Job Hours:	Full Time (Exempt)
Salary:	\$3,047 - \$4,265 Semi-Monthly DOE
Benefits Offered:	Health, Dental, RX, Vision, FSA, Vacation, Sick, Holidays, 403B Plan

Position Summary

Provides the Executive Director, Finance Committee and Board of Directors with relevant financial data necessary for budgetary and financial decisions. Oversees the efficient and timely performance of the fiscal department including supervising and overseeing all Finance Department staff. Lead staff position within the management team to develop fiscal department objectives and work plans, as well as organizational policies and procedures for fiscal functions. Reports to the Executive Director and is a member of the agency's Executive Management Team.

Primary Duties & Responsibilities

- Responsible for oversight of the agency accounting functions. Responsible for developing and 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 Accounts Payable, Accounts Receivable and payroll in accordance with the organization's policies and procedures, applicable laws and state/federal guidelines.
- Evaluates and determines training needs of fiscal staff, provides or arranges training.
- Responsible for overall accuracy of Accounts Payable, cash disbursements, Accounts Receivable billings and cash receipts.
- Reviews and posts monthly allocations.
- Manages the annual audit process. Responsible for preparation of annual financial statements, schedules and notes.
- Responsible for overall budget preparation, accuracy and presentation. Monitors financial activity to help department managers manage their budgets.
- Leads activities aimed to ensure the agency can afford to achieve its strategic goals and objectives, as well as the timeframes involved. Works with Executive Director to establish long-range priorities for operations and capital expenditures for the agency.
- Responsible for fiscal contract compliance, financial statement preparation/reporting, schedules, notes, reviews, requests and reports for each organization and limited partnerships.
- Responsible for preparing ACCESS' financial statements for independent A-133 audit.
- Prepares annual indirect cost rate proposal.



Job Announcement

Posted: May 8, 2019

- Maintains limited partnership and subsidiary files and records. Supplies financial information for grant applications generated by other managers. Oversees all financial risk management activities of the organization. Monitors and analyzes financial risks within the agency's departments and on a corporate level.
- Completes other duties and special projects assigned by the Executive Director.

Primary Requirements

- Belief in ACCESS' mission to help people help themselves.
- Certified Public Accountant (CPA) License.
- Bachelor's degree in accounting or equivalent degree in related field.
- Five years of work experience in accounting or related field.
- A minimum three years of supervisory experience.
- Experience in nonprofit accounting, Federal grant reporting, and A-133 audits.
- Knowledge of U.S. GAAP, fund accounting, audits, budgets, grant management, contract monitoring and reporting.
- Knowledge of fund accounting processes, audits, budgets, grant management, contract monitoring and reporting.
- Knowledge of non-profit organizations, state & federal laws governing that status.
- Skill in computers and computer accounting/budgeting programs.
- Skill in interpersonal relationships and working in team situations.
- 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 Drivers 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.

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