



Position Announcement: Finance Director

Heart of Oregon Corps is hiring for a qualified Finance Director with motivation, professionalism, talent, and a passion for using fiscal stewardship to help us meet our mission of empowering and inspiring positive change in the lives of young people.

WHO WE ARE:

Heart of Oregon Corps is a non-profit that operates six youth training programs across Central Oregon. At Heart of Oregon Corps, 16-24 year old local young people with barriers to success improve their own lives while gaining job skills on projects that improve the community. Our organizational values are Integrity, Responsibility, Learning, and Community. Learn more at www.heartoforegon.org.

POSITION AND ORGANIZATION INFO:

HOC's Finance Director directs the management and performance of HOC's fiscal and administrative functions in accordance with GAAP, FASB, and OMB standards including accounting, budgeting, fiscal planning, procurement, contract review and management, information technology, and legal compliance. The Finance Director collaborates closely with the Executive, Deputy, and Development Directors, and provides assistance and support to all managers and directors in all fiscal and administrative functions, providing high-quality service to ensure that fiscal functions support overall organizational and program objectives and development of projects new to HOC. This position supervises, manages, and directs the activities of the fiscal and administrative team.

The position will be responsible to:

- Develop, supervise, and monitor fiscal systems, including A/R, A/P, Payroll, and related record-keeping, grants, financial management, and cost allocation.
- Ensure compliance with all appropriate federal, state, and local laws, rules, and regulations, as well as funding source requirements, developing departmental and organizational plans, policies and procedures that affect budget, accounting, finance, and ensure the legal, financial and administrative compliance with funding source agency requirements. Investigate and resolve matters of financial significance related to grants and contracts.
- Complete fiscal planning, budgeting, and modifications. Develop annual budget for organization in conjunction with Executive Director, department directors and Finance Specialist. Monitor and report to department directors and managers on budget versus actual of financial and program activities, developing appropriate management reports.
- Prepare Board of Directors fiscal reports and annual Single Audit information as requested by auditor.
- Ensure compliance monitoring, insurance coverage, risk management, and procurement, in conjunction with Deputy Director. Assures procurements meet federal, state, and local requirements. Review appropriate purchasing documents in any large procurement.
- Direct the human resource administration of the organization, in conjunction with the Human Resources Manager, Deputy Director, and Executive Director.

This position is supervised by the Executive Director, is a member of the Staff Leadership Team, and supervises 3.5 FTE positions (HR Manager, Finance Specialist, Accounting Coordinator, Admin Assistant). The role is located in Bend, Oregon at our main administrative office. Our finance department prides itself on protecting the investment our community has made in our non-profit mission through accuracy, timeliness, and attention to detail. The organization receives significant state and federal support, along with fee-for-service contracts and private philanthropic fundraising and grants. The organization has a \$3.7 million budget, with up to 50 staff (about half year-round and half seasonal), and up to 300 young people on payroll each year. To expand capacity, an outside payroll vendor and IT consultant are engaged.

QUALIFICATIONS:

The ideal candidate will have at least 5 years of demonstrated work experience in finance, accounting, human resources, business, and/or office administration, with at least 2 of those years being required in Finance, with management or supervisory experience specifically. Public sector or non-profit accounting experience preferred. A Bachelor's Degree (or directly related equivalent additional experience) is required, preferably in finance, accounting, or business administration. Finance or accounting certification or significant documented course work is preferred.

Candidate should possess the ability to gather user requirements, develop solutions, and implement plans. Candidate must have thorough knowledge of generally accepted accounting principles (GAAP) for the public and/or non-profit sector, including advanced project cost accounting and indirect cost allocation plans. Candidate must be extremely proficient with common accounting and computer software (QuickBooks, Microsoft Office Suite, especially advanced excel) and office/IT technology. We are looking for an individual who has the ability to work in a fast-paced often-changing environment, and focus their attention on detail, accuracy, and prioritized completion of tasks. Professionalism, confidentiality, and reliability are required. A positive attitude, collaborative approach, and good sense of humor is appreciated.

Physical Requirements: light duty work in an office setting. Some walking, standing, stooping and occasionally carrying/lifting of items under 25 pounds.

BENEFITS:

Salary is \$65,000-\$75,000 starting, with upper range reserved for candidates who hold applicable Non-Profit Finance/Accounting certifications or directly related federal funding experience. Future salary range and performance increases are considered annually at fiscal year and/or at time of acquiring designated additional certification.

This is a full-time, year-round, salaried (exempt) staff position, with employee health insurance, dental and vision benefits *paid 100% by the employer*. Time off is generous, with 12 paid holidays (which includes 6 days while the offices are closed over the winter holidays), **plus** 80 hours paid vacation **and** 40 hours paid sick time/year. Vacation leave benefits increase after 2 years of service. HOC's values-driven culture includes periodic all-team meetings and retreats, and annual mission-focused community service and youth celebration events. See <http://heartoforegon.org/who-we-are/careers.html> for a full benefits summary.

(continued on next page)

APPLICATION PROCESS:

If you are interested, please submit the following to Laura Handy, Executive Director:

- A HOC Employment Application
- A Cover Letter (in an email is ok)
- A Resume

Send to: HR@hearttoforegon.org or PO Box 279, Bend OR 97709

As long as this position is posted, we are accepting applications.

Interviews will take place on a rolling basis, with a goal of our top candidate starting in July or sooner, to provide training with the current Finance Director. All applicants will be contacted by phone or email regarding your application results by the end of the process. We strive to respect the time and effort required to apply.

Final candidates will need to complete additional paperwork, provide references, and complete a post-offer background check and drug screening. Offer is contingent upon proof of vaccination against the COVID-19 virus or willingness to obtain vaccination upon hire. For questions related to Heart of Oregon's vaccine mandate, please speak with the hiring manager. We are an Equal Opportunity Employer, women and minority candidates are encouraged to apply.

Thank you for your interest!

Heart of Oregon Corps is an equal opportunity employer; auxiliary aids and services are available upon request to individuals with disabilities. Alternative formats are available upon request by contacting hr@hearttoforegon.org. As a recipient of Federal financial assistance, Heart of Oregon Corps is prohibited from discriminating on the grounds of race, color, religion, gender, national origin, age, disability, political affiliation or belief, and against any beneficiary of programs on the basis of the beneficiary's citizenship/status as a lawfully admitted immigrant authorized to work in the United States.