



**POSITION DESCRIPTION**  
**MARCH 28, 2016**

**Position:** Director of Finance  
**Supervisor:** Executive Director  
**Hours:** Full Time - Monday through Friday  
May Include Some Evening and Weekend Work  
**Salary:** DOE/Q  
**Benefits:** Competitive Benefit Package  
**Open until filled; for priority consideration, apply before May 1, 2016**

**PURPOSE**

The Director of Finance contributes to the overall success of the organization by effectively managing all financial tasks for the organization. Reporting to the Executive Director and working closely with the Board's Finance Committee, the Director of Finance serves as a key member of the agency's senior leadership team.

**SPECIFIC RESPONSIBILITIES**

1. Develop and maintain timely and accurate financial statements and reports in accordance with generally accepted accounting principles (GAAP)
2. Develop, maintain, and oversee financial accounting systems for all financial transactions, including cash management, general ledger, accounts payable, accounts receivable, credit control, and petty cash
3. Prepare all supporting information for audits, including grant/contract related audits, programmatic reviews, and the annual A-133 agency audit; as part of these efforts, liaise with the Board's Treasurer, Finance Committee, and external auditors as necessary
4. Reconcile bank and investment accounts
5. Prepare monthly internal financial statements for both program managers and Board Finance committee to include variance reporting
6. Manage the cash flow and prepare cash flow forecasts in accordance with policy
7. Develop and implement policies and procedures to ensure security of confidential information, in compliance with current legislation
8. Manage the acquisition of capital assets and ensure that assets are properly recorded, amortized, and disposed of as appropriate
9. In coordination with auditors, prepare and review annual Federal and State tax returns in an accurate and timely manner
10. Assist the Executive Director and the Board Treasurer with financial reporting as needed and as required by the Board
11. Work closely with the Director of Human Resources to coordinate payroll functions to ensure employees are paid in a timely and accurate manner, to negotiate and administer

- employee insurance and benefits plans, and to process and submit statutory and benefits remittances timely
12. Establish guidelines for budget and forecast preparation, and prepare the annual budget in consultation with the Executive Director and the Finance Committee
  13. Assist with the preparation of budgets for funding applications
  14. Maintain financial records for each project in a manner that facilitates management reports, complies with contract agreements, and maximizes revenue receipts
  15. Advise the organization's leadership on appropriate insurance coverage for the organization and the Board of Directors
  16. Oversee the management of all leases, contracts and other financial commitments
  17. Oversee the work of and manage a Senior Accountant
  18. Other duties, as assigned

### **MINIMUM QUALIFICATIONS & COMPETENCIES**

1. Bachelor's degree in Accounting, Finance or Business, and minimum 5 years progressively responsible finance experience. Master's degree and/or CPA preferred
2. Strong knowledge of generally accepted accounting principles
3. Strong knowledge of federal and state legislation affecting nonprofit organizations
4. Proficiency in the use of accounting programs (ideally including Sage100), word processing, databases, spreadsheets, e-mail, internet, etc.
5. Understands ethical behavior and business practices and ensures own behavior and the behavior of others is consistent with these standards and aligns with the values of the organization
6. Establishes and maintains positive working relationships with others both internally and externally to achieve the goals of the organization
7. Speaks, listens and writes in a clear, thorough and timely manner using appropriate and effective communication tools and techniques
8. Anticipates, understands, and responds to the needs of internal and external clients to meet or exceed their expectations within the organizational parameters
9. Works cooperatively and effectively with others to set goals and craft solutions that enhance organizational effectiveness
10. Positively influences others to achieve results that are in the best interest of the organization
11. Assesses situations to determine the importance, urgency and risks, and to make clear decisions which are timely and in the best interests of the organization
12. Sets individual priorities, develops a work schedule, monitors progress towards goals, and tracks details, data, information and activities
13. Determines strategies to move the organization and the department forward, sets goals, creates and implements actions plans, and evaluates the process and results

### **APPLICATION PROCESS**

Please submit a letter of interest and a current resume to [jobs@tprojects.org](mailto:jobs@tprojects.org). You may also submit your application by fax to 503.280.4740, or by mail or in person to Transition Projects, ATTN: HR, 665 NW Hoyt St, Portland OR 97209.