



Position Description

Fiscal manager

Status: Full-time, exempt

Organizational Relationships: Reports to the executive director; Supervises finance clerk.

Agency Conformance Statements:

In the performance of their respective tasks and duties all employees are expected to conform to the following:

- Perform quality work within deadlines with or without direct supervision.
- Interact professionally with other employees, clients, donors, and outside agencies.
- Work effectively as a team contributor on all assignments.
- Work independently while understanding the necessity for communication and coordinating work efforts with other employees and organizations.

Position Purpose:

Work closely with the board finance committee and executive director to provide accurate and timely financial information and analysis. Oversee the daily tasks of the finance clerk and provide support when necessary. Respond to requests for financial information from executive director, board members, development department, granting agencies and auditors. Serve as member of management team.

Special Position Requirements:

- Ability to communicate effectively orally and in writing.
- Ability to organize complex data in Excel.
- Ability to format Quick Books reports.
- Ability to meet deadlines.
- Ability to prioritize tasks that may be time sensitive.
- Ability to complete complex reconciliation of accounts.
- Commitment to the goals of our social service agency and to be an advocate for our mission and our clients.

Responsibilities and Duties performed personally or through subordinate employees, volunteers, or interns.

- Serve as staff member on Community Outreach board of directors' finance committee.
- Provide accurate and timely monthly internal financial statements and reports requested by the finance committee.
- Organize and support the annual audit and Form 990 preparation. Work with the finance clerk to provide all information and reports requested by auditor, assure distribution of final audit to grantors and banks, and schedule audit report for finance committee and board of directors.
- Manage and control expenses and income; oversee management of all accounts receivable/payable, payroll, and Medicare billing including timely receipts and effective reporting.
- Make monthly journal entries, issue monthly billings for contracts, and reconcile bank and investment accounts. Monitor cash flow to assure timely payment of employee and vendor obligations.
- Work with the executive director and finance committee to create annual agency budgets.
- Work with executive director and grants officer to create agency budgets for grants and reports.
- Drive long-term financial strategy development: strengthen the organization's balance sheet and set appropriate financial targets to ensure financial sustainability.
- Other finance and accounting projects as directed by the executive director or finance committee.

Qualifications:

Bachelor's degree in related field.

Five years in a bookkeeping, financial management or similar position. (Non-profit experience preferred.)

Experience and aptitude in using QuickBooks accounting software, Excel, Word, and Outlook.

Compensation and Benefits:

- This is a full-time, exempt position. Salary range \$50,000 to \$65,000. Offer will be dependent on experience and qualifications.
- We believe in work-life balance, and provide flexibility regarding schedules and work locations when possible.
- We provide 18 days of Paid Time Off, nine paid holidays, and a flexible, family-friendly schedule.
- We provide medical, dental, vision, short- and long-term disability, and life insurance with COI covering a portion of the premium for medical and dental insurance.

About Community Outreach, Inc:

COI's mission is to help people help themselves lead healthy and productive lives. Founded in 1971, the organization provides basic human services for homeless and very low income individuals and families in Linn, Benton and Lincoln counties in Oregon, including transformational housing, case management, nature-based childcare, food distribution, medical and dental clinics, and rehabilitative counseling.

Community Outreach responds to human needs by providing direct services, and by collaborating with other agencies and organizations. Community Outreach assists people without discrimination, and treats them with respect, integrity, and dignity. In the broadest sense, Community Outreach intends to relieve pain and suffering, lessen oppression, meet basic human needs, and promote justice, equality, and diversity. At the heart of every one of our social service programs lies one of these major principles. They guide our individual efforts, and inform the thousands of small-scale decisions and interactions Community Outreach is a part of every day. COI is embarking on a 2-year process to transform our services and culture to adopt equity diversity and inclusion practices and improve access for clients of color and other marginalized populations.

To apply:

E-mail a cover letter outlining your applicable experience and suitability for the job along with your resume or curriculum vitae to bdanley@communityoutreachinc.org. Applications that don't include a cover letter will not be considered.