



Non-Profit Finance Manager

Do you have a great deal of stamina and enjoy completing tasks quickly? Do you enjoy transforming something good into something excellent? Peace at Home Advocacy Center, is seeking an enthusiastic, driven person to fill the role of Finance Manager. As a Finance Manager, a typical day will be spent managing financial resources, performing administrative tasks, and assisting with projects to support the organization's mission. The work environment and demands can be challenging at times, but also very fulfilling, given the nature of supporting survivors. The ideal candidate possesses a strong sense of self-awareness, boundary setting, as well as self-care, to ensure a healthy work/life balance. If this sounds like a great fit for you, apply today!

Salary: \$62,000 to \$78,000 per year DOE

Industry: Nonprofit

Benefits:

100% employer paid Individual Health + Dental Insurance

3% Employee Match Retirement Fund (403 b Plan)

Life + Disability Insurance

12 Paid Holidays

96 Hours vacation annually starting

Paid sick leave up to 96 hours annually

Location: Winston, Oregon

Successful Candidates will bring:

- Four or more years of relevant experience in business and finance functions; non-profit experience valuable but not required.
- Two years' experience and proficiency with QuickBooks; strong working knowledge of GAAP accounting practices and payroll processes.
- Advanced level Microsoft Office skills, specifically with Word and Excel; working knowledge of cloud-based business applications.
- Exceptional attention to detail with a high degree of accuracy as well as a drive to see tasks through to completion; thorough, organized, and detail-oriented approach to work.
- Ability to learn grant reporting requirements and meet strict deadlines.
- Demonstrated strong interpersonal skills and proficiency in business vocabulary to professionally represent the Executive Director and the organization.
- High level of discretion with sensitive information; ability to maintain the confidentiality of locations, survivors, and other business data.
- Ability to promote a trauma-informed, equitable and inclusive approach to the work and the organization's workplace culture.
- Commitment to role modelling: healthy boundaries, calm demeanor, and positive self-care practices.

Essential Duties:

- Prepares and records accounts payable and receivable.
- Administers all accounting procedures, financial statement preparation, month-end closing, journal entries and general ledger maintenance; prepares supporting schedules for financial statements; submits payroll to Executive Director (ED) for approval.
- Monitor, records, and report on cost allocations and payroll allocations; ensuring that expenses are allowable under the funding stream.
- Supervise the preparation of monthly and quarterly grant reconciliations, monitor and enforce compliance and financial reporting standards and assist with cash flow forecasting.
- Collaborates with ED and others to ensure contract and fiscal compliance; regularly reviews and suggests modifications to policies, procedures, and cost centers to ensure efficiency; prepares for audits, financial reviews and periodic reporting.
- Assists in the development of budgets for federal, state, and private grants.
- Mediate between the organization, employees, vendors, CPA and grantors on financial issues for amicable resolution of differences.
- Supports the team by purchasing/tracking necessary supplies and equipment; assists advocates with accessing funds and resources to provide emergency services.
- Assists with asset/facilities management including communication with vendors and contractors, ensuring procurement process integrity.
- Assists in the development of the annual budget and tracking cash flow throughout the year.

The Organization:

Peace at Home Advocacy Center is a private non-profit organization established in 1978, serving Douglas County Oregon, and is committed to creating a community free from family violence, sexual assault, stalking, and human trafficking through support, education, and empowerment.

Peace at Home values diversity in the workplace and values the importance of addressing issues of racism, homophobia, able-bodyism, and other issues of oppression to make services accessible to all individuals regardless of race, color, sex, gender identity or expression, sexual orientation, national origin, religion, age, or ethnic background. Survivors and people from historically marginalized communities are encouraged to apply.