



December 23, 2021

Position Description

Title: **Director of Finance**

Description of the Community Development Corporation of Oregon

The CDCO is a 501c3 that works with our neighbors to make Oregon's communities places where everyone can earn, learn and belong. See www.cdcoregon.org for more information. Since our founding in 2012 we have had a deep commitment to the Rockwood neighborhood. See www.rockwoodcdc.org for more information. We are a BIPOC-led organization that works with our neighbors who speak more than 90 languages at home.

Our core strategy is to work at the system level to expand the supply of decent housing; support economic development; increase access to health care, and encourage healthy behaviors; create and sustain public-private partnerships, and align the strategies and resources of the educational, faith, governmental, capital, social, business and healthcare sectors. We start new initiatives that our neighbors want, build leadership teams for those initiatives, and eventually spin them out as free-standing and permanent local assets.

Description of Our Financial Systems

We are experiencing rapid growth in our revenues, retained cash, and complexity. We are finishing 2021 with revenues of about \$11,000,000, which are more than 22 times those of 2019. We are funded by donations, grants, services contracts, other forms of earned income, debt and capital investments. We anticipate significant additional growth in both volume and complexity in the next several years.

We currently use QuickBooks, but anticipate moving to another system in 2022.

Because much of our revenue comes from federal and state sources, our processes are heavy on time tracking, reporting, and cost accounting.

We will have our first audit in February 2022. We will have our first Single Audit in February 2023.

Description of Our Operations

Our operations are a wide variety of established and new programs and practices. They are:

East County Community Health: ECCH is a permanent, self-sustaining team that improves the health outcomes of East Multnomah County. We are a diverse group of Community Health Workers (CHWs) that are led by a professional staff, and are integrated into the CDCO's networks. Services contracts and grants are the revenue sources.

Sunrise Center: A 12,500 square foot multicultural community center that is the headquarters for the CDCO and several partner non-profits. Events, a farmer's market and co-working space are the revenue sources.

Business Hub: an entrepreneurial network that encourages the formation and growth of micro-enterprises, with a focus on minority, woman and veteran owned businesses. The US Small Business Administration has funded this initiative.

Sunrise Center Kitchen: Commissary kitchen that is used by entrepreneurs to start or grow food business. It is also an emerging food hub. Kitchen rentals and grants are the revenue sources.

Rockwood Food System Collaborative: backbone organization that coordinates the work of 20 separate groups. All of it rolls up into a new food ecosystem for East Multnomah County. Grants and donations are the revenue sources.

Grandma's Hands: nutrition education and social bonding with young African-American families. Oregon Department of Agriculture is the revenue source.

East County Housing: 77-unit apartment building in East Gresham that houses homeless families and individuals. Grants and program service fees are the revenue sources.

Oregon Community Capital, Inc: a for-profit wholly-owned subsidiary that raises and invests capital in Oregon's under-invested communities. OCCI currently has \$7.4M in assets under management.

Position Summary

We are seeking an experienced accountant to oversee our finance team in the role of Director of Finance. The ideal candidate will be analytical, inquisitive, and forward-looking, and have proven experience as an accountant, preferably in a senior role. As a strong communicator and skilled financial analyst, the Director will make it their mission to streamline budgeting, payroll, forecasting, and financial reporting processes. The Director will produce thorough financial-status reports and rolling forecasts for senior management to help improve the organization's operational efficiency and aid in our continued growth.

The Director of Finance is a new position. The Director reports to Lynn Ketch, who is the Executive Director. The Director oversees the work of the Finance Manager and two bookkeepers. The Director manages the service contracts and deliverables for human resources, information technology, audit, and legal counsel.

Objectives of this Role

- Provide comprehensive financial updates to senior management by evaluating, analyzing, and reporting appropriate data points
- Guide financial decisions by applying company policies and procedures to current economic landscape
- Develop, implement, and maintain financial controls and guidelines
- Achieve budgeting goals with proper scheduling, analysis, and corrective action
- Maximize payroll efficiency through innovative process development
- Help develop and support short and long-term operational strategies
- Ensure compliance with local, state and federal regulations

Daily and Monthly Responsibilities

- Manage and monitor all accounts, ledgers, and reporting systems ensuring compliance with appropriate GAAP standards and regulatory requirements as well as the requirements of private contributions, loans, and government contracts
- Maintain internal control safeguards for the receipt of revenue, costs and both team and organizational budgets and actual expenditures
- Establish financial and operating benchmarks, budgets, program monitoring, and reporting standards on a bi-weekly, monthly, and annual basis
- Implement consistent accounting policies, practices, and procedures across all programs, upholding federal, state, and local legal standards by remaining knowledgeable about existing, new, and future legislation
- Develop and enforce internal controls to maximize protection of company assets, policies, procedures, and workflow
- Oversee and support accounting team with dynamic leadership that creates an environment of trust and productivity

In addition, this position functions as a member of the management leadership team. Duties include:

- Plan, prioritize, assign, coach, supervise and review the work of staff;
- Work with the Executive Director, Development Director and program directors/managers to define the scope of work, pricing, profitability and sustainability for each initiative;
- Determine personnel needs and recruit to meet those needs;
- Determine and coordinate training, in-service and orientation needs for assigned program personnel; and,
- Assist in creating a positive and supportive work environment, enforce a safe workplace, encourage a culture of teamwork and communication, support a workplace that promotes the organizational values of workplace diversity, equity and inclusion and actively promote an environment respectful of living and working in a multicultural organization.

Minimum Qualifications

- Bachelor's degree¹ in accounting, finance or other relevant field
- Five years proven accounting experience Professional accounting certification a plus
- Working knowledge of finance law and regulatory standards (GAAP)
- Strong understanding of economic and banking processes
- Proficient in Microsoft services and products that small businesses or enterprises use, like the Office suite, Sharepoint, and Teams

Preferred Qualifications

- Experience as a senior-level accounting or finance manager
- Strong working knowledge of detailed financial data analysis
- Proven payroll experience, with a focus on streamlining accounting processes
- Experience in non profit accounting
- Exemplary history of financial project management
- Working knowledge of federal, state, and local tax compliance regulations and federal grant reporting
- CPA or CMA preferred
- Experience managing people
- Competent in collaborative work, partnerships and/or complex stakeholder arrangements
- Experience in a multicultural professional setting
- Fluent in Spanish

¹ If you have completed education in a foreign college or university and are using this education to meet the minimum qualifications, you must provide documentation that the foreign education is comparable to that received within the United States' accredited college or university system or your application will not be accepted.

Key Cultural Competencies

- Creates an environment that acknowledges, encourages and celebrates differences.
- Functions and communicates effectively and respectfully within the context of varying beliefs, behaviors, orientations, identities and cultural backgrounds.
- Seeks opportunities to gain experience working and collaborating in diverse, multicultural, and inclusive settings with a willingness to change for continual improvement.
- Has an experience-based philosophical framework for working multiculturally.

Work Practices

Required minimum work:

- 40 hours per week;
- No fewer than three six-hour work sessions at the same day(s) and time(s) every week, at the Sunrise Center;
- The balance of the hours at office or remote, if desired;
- If remote and on phone or video, in a quiet environment with professional attire and video background; and,
- Physical presence at regularly scheduled team meetings.

Compensation

The starting annual salary rate for this position is \$85,000-100,000, depending upon experience.

Two weeks' vacation per annum is offered.

401(k) plan is offered.

Health insurance is offered.

Application Instructions

Please send a resume, a cover letter, and the names, telephone numbers, and email addresses for three professional references.

Please be advised that this position is required to pass a criminal background check.

Email to Melisa Crosby, mcrosby@rockwoodcdc.org.