

Fiscal Manager

Job Description

Reports to Executive Director

Purpose: The Fiscal Manager is responsible for fiscal oversight of the organization's resources, and partners with senior leadership in strategic decision-making, business planning, and budgeting.

Responsibilities

- Manage fiscal operations of organization;
- Work in partnership with contractors and funders to assure fiscal operations run smoothly, and maintain fiscal integrity;
- Produce accurate timely monthly and annual financial statements;
- Ensure contracts, policies, and procurements reflect the requirements in applicable laws, rules and regulations;
- Prepare and review contracts with contractors;
- Lead annual budgeting process with the Executive Director;
- Analyze and present financial reports to the Board of Directors;
- Prepare for and serve as primary contact for annual audits and funder fiscal reviews;
- Responsible for Fiscal Quality Assurance monitoring of program contractors;
- Manage organizational cash flows and forecasting; determine funds to be requested via state/federal draw system and submit requests for funds;
- Create and submit required fiscal reports to funders, other fiscal reports, and analysis as needed;
- Process payroll and administer staff benefits;
- Prepare and process invoices, contract reimbursements and payments;
- Understand and effectively integrate principles of diversity, equity, and inclusion to all aspects of partnership alignment work; and
- Any other duties needed to help drive and meet organization's Mission, Vision, and Values.

Qualifications:

- Bachelor's degree in Accounting or related field.
- Four years' experience in fiscal management or accounting, preferably non-profit fund accounting.
- Experience working cooperatively within and across teams; ability to translate financial concepts to colleagues who do not have finance backgrounds, belief in the value and power of participatory decision making.
- Proof of COVID-19 vaccination or an approved medical/religious exemption.

Demonstrated ability to:

- Ideal candidate has the experience of final responsibility for the quality and content of all financial data, reporting and audit coordination for either a division or significant program area
- Knowledge of applicable federal, state, local laws and regulations
- A track record in grants management
- Proficient in Abila MIP accounting software and Microsoft Office software programs
- A successful track record in setting priorities; keen analytic, organizational, and problem-solving skills which support and enable sound decision making

- Personal qualities of integrity, credibility, and dedication
- Work independently and collaboratively, and vary communication to fit diverse contexts

Compensation:

- Strong benefit package
- Starting salary range \$80,000 - \$95,000 annually

Work Environment:

Clackamas Workforce Partnership (CWP) offers a hybrid work environment. We have an office in Oregon City and offer the capability for significant telecommuting. The ability to provide connectivity to employees in a virtual environment and have the data be secure, as well as collaboration tools in place to make virtual work much more productive, is important to the organization.

Work is typically conducted in an office environment, working at a computer for extended periods of time. This work will require the use of standard office equipment (phone, copy machine, computer, printer) daily. May lift, carry, or ensure items are appropriately moved, organized, and stored. The person in this position needs to occasionally visit or move about inside the office to access file cabinets, office machinery, etc. The person in this position will communicate frequently with staff, board, community members, and community partners. Additionally, this position may require travel to/from community events, board meetings, and meetings with partners. CWP is committed to providing tools, resources, and reasonable workplace accommodations, as able to assist individuals in meeting the requirements and demands of the job.

Equal Opportunity:

Clackamas Workforce Partnership is committed to building a culturally diverse workforce. CWP strongly encourages applications from individuals identified as Black, Indigenous, and People of Color (BIPOC); LGBTQ+; trans or non-binary; people with disabilities; people with legal backgrounds; immigrants/refugees; bi-cultural/bi-lingual individuals; veterans; or those with personal or lived experiences that may be helpful in informing our work.

CWP is committed to providing equal employment opportunity without regard to race, color, national origin, religion, sex, age, disability status, marital or familial status, sexual orientation, political affiliation or belief, or other protected statuses. CWP is an equal opportunity employer.