



Oregon
Environmental
Council
It's Your Oregon

JOB ANNOUNCEMENT

Title: Finance Director
Status: Regular, exempt position
Reports to: Executive Director
Hours: Full-time
Starting Salary: \$60,000-\$70,000

Scope of Responsibility: OEC's Finance Director is responsible for developing, managing and implementing the organization's financial and accounting activities, including producing the budgets and monthly financial statements, developing long-range forecasts and trends and key performance measures, and preparing for the annual audit. The Finance Director works with OEC's Board of Directors to oversee our investment strategy and works with the leadership team to manage OEC's overall financial health. This person will bring a systems-level approach to OEC's financial health, including evaluating how to improve efficiencies and delivery of results.

This is a responsible position in a fast-paced, mission-driven environment. We are looking for someone who is self-motivated, organized, and brings a combination of big picture thinking and the ability to execute efficiently. The right candidate will enjoy working with diverse people to make Oregon a better place.

DESCRIPTION OF DUTIES

- Produce regular accounting and other financial reports for staff and board, including monthly financial statements and cash flow reports as needed. Interpret financial information so that leadership can make decisions.
- Manage and update accounting software (currently Peachtree) for optimal financial reporting.
- Work with fundraising staff to administer planned giving program.
- Work with fundraising and other appropriate staff to develop budgets submitted with grant proposals. Produce financial reports for grants, and work with program staff to ensure compliance with grant conditions and budget restrictions as needed.
- Oversee and provide backup as needed to staff accountant who manages accounts payable and human resources related responsibilities, including outsourced payroll, recruitment and orientation of new employees.
- Coordinate Workers Compensation insurance reporting and annual updates of all insurance policies.
- Coordinate annual employee benefits selection and renewal process and administer plans.
- Prepare for annual audit and work with auditors to complete annual filing of IRS 990.
- Oversee OEC's investment strategy and work with OEC's external financial advisor to develop investment recommendations for the board.
- Staff the board finance committee.
- Coordinate development of and produce OEC's annual budget.
- Conduct reviews and evaluations for cost-reduction opportunities.
- Ensure compliance with laws and procedures.

QUALIFICATIONS

Required:

- Bachelor's degree in accounting or finance and several years experience managing finances and producing financials in a non-profit organization, including a track record of unrestricted and restricted funds management

- Knowledge of Generally Accepted Accounting Principles (GAAP) and Financial Accounting Standards Board (FASB)
- Ability to generate all accounting reports and year-end journal entries required for annual audit.
- Ability to translate financial concepts to colleagues who do not necessarily have finance backgrounds
- Proficient with accounting software and spreadsheet applications
- Superior organizational and time management skills; successful track record of setting priorities and multi-tasking abilities in a fast moving environment
- Keen analytic, organization and problem-solving skills that support and enable sound decision-making for organization
- Integrity and commitment
- Strong interpersonal, communication and presentation skills
- Ability to maintain confidentiality of issues
- Enthusiasm for Oregon Environmental Council's mission

Desirable:

- CPA license
- Experience with planned giving and annuity programs
- Experience with HR and personnel benefits administration including outsourced payroll processing
- Good sense of humor

COMPENSATION AND AMENITIES

Salary is commensurate with experience. Excellent benefits include four weeks of paid vacation annually, and generous health insurance for employee and family.

ABOUT OEC

Founded in 1968, OEC is a non-profit, non-partisan, statewide organization governed by a board of directors from throughout Oregon. Our mission is to advance innovative, collaborative and equitable solutions to Oregon's environmental challenges for today and future generations. OEC advocates for impactful, lasting solutions that get at the source of Oregon's environmental problems and have real benefits for people's health and quality of life. These challenges include toxic chemicals in our environment, water pollution and scarcity, and climate change. We find common ground with a diverse group of stakeholders to create collaborative solutions that support social equity and a sustainable economy. To learn more about OEC's commitment to and progress on justice, equity, diversity and inclusion, see our [Partners and Diversity webpage](#) and [Social Equity and Environment blog](#).

OEC offers a collaborative, team-oriented, family-friendly workplace that treats employees as the responsible professionals they are. Hours are flexible, benefits are generous, and laughter is frequent. For several years running, we have been the #1 non-profit to work for in our category in Oregon Business magazine's "Best Nonprofits to Work For" list. You will learn a lot, laugh a lot, and feel great about helping Oregon communities become better, healthier places to live.

TO APPLY

No calls please. The position will be open until filled. Send cover letter and resume via email to karenr@oeconline.org with subject line "Finance Director."

OEC is an equal opportunity employer. Women, people of color, people with disabilities, and LGBTQ candidates are encouraged to apply.