



Mid-Columbia Children's Council Job Posting

Mid-Columbia Children's Council is a private non-profit organization serving children and families since 1987. Mid-Columbia Children's Council is a comprehensive family-centered agency serving pregnant women, infants, toddlers, pre-school aged children, teen parents and families. Programs are located in Hood River, Skamania, Klickitat, Wasco and Jefferson counties.

The purpose of the program is to enhance children's physical, social, emotional, and intellectual development; to support parent's efforts to fulfill their parental roles; and to help parents move toward self-sufficiency. Early Head Start promotes healthy prenatal outcomes, enhances the development of infants and toddlers, promotes health and family functioning.

Site Posting: Central Office

Posting Date: 12/11/2017

Closing Date: Until Filled

Funding Source: HS-EHS-OPK-ECEAP-ODE Budgeted Hours: 40 Budgeted Schedule: 12

Internal Posting: YES

External Posting: YES

Posting ID: 32550

Job Posting: Finance Director

Base Range: \$63,564—\$82,950/Annual Depending on Education and Experience

First Aid/CPR: Not Required

Food Handler's Card: Not Required

Job Description: Reporting to the Executive Director, the Finance Director will be responsible for the internal infrastructure, policies, and systems to achieve agency financial and strategic objectives. As a member of the senior management team, the director will be involved in strategic planning and will lead the development of Mid-Columbia Children's Council annual budget. The Finance Director will continue to perfect capacity in key areas, including finance and financial reporting, accounting, development, grants and contracts, risk management, physical infrastructure and compliance with Head Start and governmental accounting standards and practices.

Job Requirements: Bachelor's degree in Accounting, finance or related field, advanced degree preferred. Experience with federally-required audits, grant monitoring visits, cost allocation plans, and Office of Management and Budget circulars. Five years of experience in accounting/financial management, preferably with nonprofit entities. Must have the ability to be bondable. Two years supervisory/management experience. Depending on time of year (budget cycle, year-end, etc.) work may extend beyond a typical 40 hour week.

Benefits Eligible: Medical, Dental, Vision, Voluntary benefits available, Sick Leave, Vacation, PTO, and 401(k) Employee Contribution (after qualifying period)

Applications and job descriptions may be picked up at Mid-Columbia Children's Council or visit www.mcccheadstart.org. Inquiries: call 541-386-2010. Mail, email, fax or hand deliver completed applications with transcripts and cover letter to: MCCC, 1100 E. Marina Way, Suite 215, Hood River, OR 97031.

Email HumanResources@mcccheadstart.org Fax 541-386-4597

****Applications must be received by 4:30pm on closing date****

Equal Opportunity Employer