



Mid-Columbia Children's Council

Job Posting

Mid-Columbia Children's Council is a comprehensive family-centered 501(c)3 nonprofit organization providing quality preschool and early childhood programs in Oregon and Washington States since 1987.

Our Mission: Educating children and families with innovative, high-quality early childhood learning opportunities and family partnerships to build better communities, one person at a time.

Our Vision: Nurturing Children and Families Today, Strengthen Communities for Tomorrow

Region: Central Office/Hood River, OR

Posting Date: 9/7/2021

Closing Date: Until Filled

FSLA: Exempt

Budgeted Hours: 40 hours

Budgeted Schedule: 12 months

Internal Posting: Yes

External Posting: Yes

Job Posting ID: 43683

Job Posting: Chief Financial Officer

Hiring Range: \$ 75,774 - \$ 95,992/annually

Job Description: The Chief Financial Officer (CFO) will serve as a critical member of the executive management team. The CFO reports to the CEO and directs the fiscal functions of Mid-Columbia Children's Council in accordance with generally accepted accounting principles issued by the Financial Accounting Standards Board, and other regulatory and advisory organizations in accordance with financial management techniques and practices appropriate within the industry. The CFO will be involved in strategic planning, lead the development of the annual budget and is the primary liaison for the Board Finance Committee.

Job Requirements:

- Bachelor's degree in accounting, finance, business, or related field required (advanced degree preferred).
- Five plus years of experience managing the financial operations for a non-profit, business, public or governmental sector organization including experience with budget planning, grant accounting, payroll/benefits, and financial reporting.
- Knowledge of federal Head Start performance standards preferred, knowledge of federal grants and contracts required.
- Knowledge of generally accepted accounting principles for non-profits; strong MS Office skills, including advanced Excel skills.
- Energetic, forward-thinking, and creative individual with high ethical standards and an appropriate professional image.
- Strategic visionary with sound technical skills, analytical ability, good judgment, and strong operational focus
- Well-organized and self-directed with a team-player approach.
- Excellent communication skills, both written and oral, with the ability to represent the organization externally across a wide range of stakeholders and constituencies.

Benefits Eligible: Medical, Dental, Vision, Voluntary benefits available, Sick Leave, Vacation, PTO, and 401(k) Retirement Plan.

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, fax or hand deliver completed applications and cover letter to: MCCC Attention: Human Resources, 1100 E. Marina Way, Suite 215, Hood River, OR 97031.

Email: humanresource@mcccheadstart.org / Fax: 541-386-4597

Equal Opportunity Employer



JOB DESCRIPTION

POSITION TITLE	DEPARTMENT	REPORTS TO
Chief Financial Officer	Finance	Chief Executive Officer
EMPLOYMENT STATUS	FLSA STATUS	EFFECTIVE DATE
<input type="checkbox"/> Temporary <input checked="" type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time	<input type="checkbox"/> Non-Exempt <input checked="" type="checkbox"/> Exempt	6/1/2021

POSITION SUMMARY

The Chief Financial Officer (CFO) will serve as a critical member of the executive management team. The CFO reports to the CEO and directs the fiscal functions of Mid-Columbia Children’s Council in accordance with generally accepted accounting principles issued by the Financial Accounting Standards Board, and other regulatory and advisory organizations in accordance with financial management techniques and practices appropriate within the industry. The CFO will be involved in strategic planning, lead the development of the annual budget and is the primary liaison for the Board Finance Committee.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The essential functions include, but are not limited to the following:

- Planning, developing, organizing, implementing, directing, and evaluating the organization's fiscal function, budget process, and fiscal performance
- Participating in the development of the organization’s plans and programs as a strategic partner
- Evaluating and advising on the impact of long-range planning, introduction of new programs/strategies, and regulatory actions
- Developing credibility for the finance group by providing timely and accurate analysis of budgets, financial reports, and financial trends in order to assist the CEO, the Board, and other senior executives in performing their responsibilities
- Enhancing and/or developing, implementing, and enforcing policies and procedures of the organization. Improve the overall operation, controls, and organization’s effectiveness in accordance with state/federal regulations, legal requirements, Head Start performance standards, and other contract requirements
- Improving the budgeting process through education of directors, managers and supervisors on issues impacting their budgets
- Providing strategic financial input and leadership on decision-making issues affecting the organization
- Optimizing the handling of bank and deposit relationships and initiate appropriate strategies to enhance cash position
- Developing a reliable cash flow projection process and reporting mechanism which includes minimum cash threshold to meet operating needs
- Advising from the financial perspective on any contracts into which Mid-Columbia Children’s Council may enter.

- Oversight and evaluation of departmental structure and team plan for continual improvement of the efficiency and effectiveness of the group as well as providing individuals with professional and personal growth with emphasis on individual opportunities where possible
- Performing other work-related duties as assigned

MINIMUM QUALIFICATION (KNOWLEDGE, SKILLS, AND ABILITIES)

- Bachelor’s degree in accounting, finance, business, or related field required (advanced degree preferred)
- Five plus years of experience managing the financial operations for a non-profit, business, public or governmental sector organization, including experience with budget planning, grant accounting, payroll/benefits, and financial reporting.
- Knowledge of federal Head Start performance standards preferred, knowledge of federal grants and contracts required.
- Knowledge of generally accepted accounting principles for non-profits; strong MS Office skills, including advanced Excel skills.
- Energetic, forward-thinking, and creative individual with high ethical standards and an appropriate professional image.
- Strategic visionary with sound technical skills, analytical ability, good judgment, and strong operational focus
- Well-organized and self-directed with a team-player approach.
- Excellent communication skills, both written and oral, with the ability to represent the organization externally across a wide range of stakeholders and constituencies.
- Excellent negotiation skills with experienced in contracts.
- Ability to read, analyze, and interpret complex documents; respond effectively to sensitive inquiries or complaints; and ability to successfully navigate in a fast-paced outcome-driven environment.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the functions.

While performing the duties of this position, the employee is regularly required to talk or hear. The employee frequently is required to use hands or fingers, handle or feel objects, tools, or controls. The employee is occasionally required to stand; walk; sit; and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this position include close vision, distance vision, and the ability to adjust focus. The noise level in the work environment is usually low to moderate.

NOTE

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbents will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an “at will” relationship.

Mid-Columbia Children’s Council is an Equal Opportunity Employer, drug free workplace and complies with ADA regulations as applicable.

Reviewed with Employee By: