



## Job Announcement

Posted: 3/16/2022

### *Finance Manager*

*ACCESS is an energetic, diverse, and compassionate team that creates positive change in the community every day. If you are dedicated, hardworking and have a passion for helping others, ACCESS is the place for you!*

<b>Job Title:</b>	Finance Manager
<b>Job Hours:</b>	Full Time (40 Hours)
<b>Salary:</b>	\$51,336-\$64,176 annually DOE
<b>Benefits:</b>	Health, Dental, RX, Vision, FSA, Vacation, Sick, Holidays, 403B Plan

#### **Position Summary**

The position of Accounting Manager/Controller involves filling a key role within the accounting operations of the organization. This includes the production of periodic financial reports, maintenance of accurate, complete, and timely accounting records, maintaining a comprehensive set of controls and budgets designed to mitigate risk, and ensure that reported results comply with generally accepted accounting principles.

#### **Position Duties & Responsibilities**

- Act as the primary support person to the Finance Director and the Finance Team for month, quarter, and year-end financial activities
- Provide department/team development
- Reconcile the organization's balance sheet accounts monthly and in a timely manner
- Perform monthly review of general ledger accounts and support the production of accurate and timely monthly financial statements to the Finance Committee
- Provide knowledgeable support and supervision to accounting operations including accounts receivable, accounts payable, payroll, and all period-end processes
- Implement strategic cross-training of finance personnel to facilitate consistent high-quality financial support to all departments of the organization
- Work with finance personnel to streamline vendor payment processes and improve the financial health of the organization
- Initiate and support the transition of timecard review and benefit processing from the Human Resources Department to the Finance Department
- Collaborate with the payroll team to ensure that all deductions and payroll activities are compliant with payroll laws and that federal and state reports are filed on time
- Assist Finance Director in coordinating the preparation of the budget and financial forecasts
- Perform periodic review of the organization's internal controls for financial reporting to assure compliance with all key control principles
- As needed, develop and document business processes and accounting policies to maintain and strengthen internal controls
- Support annual audits for the organization

#### **Position Requirements**

- Belief in ACCESS' mission to provide food, warmth, and shelter
- Bachelor's degree in accounting or related field with CPA status preferred
- 5+ years of work experience in accounting or related field
- 3+ years supervising employees preferred



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- Experience in nonprofit accounting, federal grant reporting, and A-133 audits
- Knowledge and understanding of leading business and accounting practices
- Knowledge of non-profit organizations including state & federal laws governing that status
- Knowledge of U.S. GAAP, fund accounting, audits, budgets, grant management, contract monitoring and reporting
- Excellent communication skills and project management skills with strong attention to detail; ability to work well independently and in teams
- Ability to set priorities and perform a variety of complex and broad work assignments
- Proficiency in MS Office
- Valid Oregon Driver's license with record that is acceptable under ACCESS' insurance policies

ACCESS provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability, or genetics. In addition to federal law requirements, ACCESS complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities.

**Apply by Sending Application, Cover Letter & Resume To**  
ACCESS Attn: Human Resources; 3630 Aviation Way, Medford, OR 97504  
OR Email [hr@accesshelps.org](mailto:hr@accesshelps.org)