



## Chief Financial Officer

### **MAJOR FUNCTION:**

Manage the Agency's financial and administrative operations and assume a strategic role in the overall management of the Agency.

### **RESPONSIBILITIES:**

- Assist the President with any designated tasks enhancing Easterseals Oregon's goals and mission.
- Supervise the accounting and business functions of the agency.
- Ensure that an annual audit is conducted, distributed and interpreted to appropriate parties.
- Provide auditors with required information and records.
- Be responsible for the management of the administrative procedures of the agency.
- Prepare and monitor the yearly budget.
- Advise Directors and staff during the formation and implementation of the agency's yearly budget
- Staff the Board Finance Committee.
- Monitor agency investments with oversight from the Board of Directors.
- Manage overall personnel policies and procedure process. Assist the President and Board in design and implementation of new policies and procedures as needed.
- Secure and implement the best benefit package available within agency resources.
- Assist the President in special projects in the community.
- Supervise the agency's consultants in financial and human resource areas.
- Supervise agency's safety procedures.
- Ensure appropriate risk management systems and procedures are in place and operational.
- Maintain inventory of agency property and maintain or replace as needed.
- Ensure appropriate and adequate insurance policies are in place.

**RELATIONSHIPS:**

Reports directly to President. Maintains extensive relationship with Directors and agency staff.

**QUALIFICATIONS:**

- Masters degree, CPA, Bachelor of Arts or Bachelor of Science degree with a minimum of ten (10) years direct experience in administration and accounting or equivalent experience which demonstrates the ability to perform the duties of this position.
- Previous experience in accounting, budgeting, personnel management and staff supervision is essential.
- Must be goal oriented, able to determine priorities and accept delegated responsibilities to meet desired goals.

**WORK ENVIRONMENT:**

The primary duties for this position are performed in an inside office setting. Duties frequently require travel outside the office for meetings and on-site visits to the area offices.

**CONDITIONS OF EMPLOYMENT:**

This is an exempt position. Must have or be able to obtain a valid Oregon driver's license and be insurable by our insurance carrier. Must be able to work flexible hours, as demanded by this position. Ongoing educational and professional development is expected through workshops, seminars, and conferences. Involvement in civic and professional organization(s) is strongly encouraged.

**REQUIRED WORK SCHEDULE:**

The basic core hours for this position are 8:30am to 5:00pm Monday through Thursday, and 8:30am to 4:30pm on Friday. Frequently, this position will require additional hours over and above this schedule to complete the duties for this position. Occasional evenings and weekends will be required.

**EQUIPMENT OPERATION:**

Knowledge of main frame and computer networks is essential. Must be proficient in Excel.

**TO APPLY:**

Send Cover Letter detailing past experience and why you are the right fit for Easterseals Oregon and Resume to David Cheveallier, President/CEO at [dcheveallier@or.easterseals.com](mailto:dcheveallier@or.easterseals.com). Please reference Chief Financial Officer in subject line of email.

Please no calls.

Thank you!