



# Budget & Finance Director

## Job Description

<b>Hours per week</b>	40 hours/week (1.0 FTE)
<b>Supervised by</b>	Executive Director
<b>Location</b>	Springfield, Oregon
<b>Starting wage range</b>	Dependent on qualifications

### Overview

Relief Nursery provides comprehensive family support services that are easily accessible to families who are raising children birth through five years of age and who are experiencing high levels of stress. We provide early intervention that centers on building successful and resilient children and strengthening parents. Our staff work as a team to provide a unique array of support, from therapeutic classrooms and outreach programs, to parenting education, substance use disorder recovery support and more.

*Relief Nursery strongly recommends that employees stay up-to-date with COVID-19 vaccines, including booster shots. This allows us to safely support children and families in an in-person environment.*

### Responsibilities

Relief Nursery is a nonprofit organization with a seven million dollar annual operating budget funded by grants, contributions, in-kind support, and contract revenue. Knowledge of fund accounting is essential.

The Budget & Finance Director is the agency's chief financial officer and provides overall direction for all financial management, accounting, and budgeting functions. This is a collaborative position that requires the Budget & Finance Director to work closely and in partnership with other key management staff of Relief Nursery, as well as directly supervise accounting staff.

The position develops financial procedures and directs their implementation, oversees and manages all financial and accounting activities and planning as part of the management team. Regular financial activity includes:

- Preparing current financial reports;
- Providing current and historical financial information to assist with financial decisions made by the Board of Directors and Relief Nursery leaders;
- Conducting and reporting conclusions of financial analyses and preparing reports on financial issues that may affect the fiscal operations of the Nursery;
- Assisting with strategic planning and overall organization and program budgeting.

Additionally, the Budget & Finance Director establishes systems for financial controls and is responsible for ensuring the fiscal integrity of the Nursery's financial information through compliance with generally accepted accounting and budgeting principles and monitoring federal funds in order to determine when Single Audit requirements will be necessary to implement.

### Essential Job Functions

#### *Financial Reporting*



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- Preparation of financial reports for granting agencies. Reports include monthly and quarterly financial reporting for current grants and as needed for grant applications.
- Preparation of budget and actual comparison reports for program directors and supervisors, and Treasurer of the Board of Directors within 45 days of month end.
- Preparation of other relevant financial reports as directed by the Treasurer, Board of Directors, Committee members, or staff.
- Establish appropriate accounts and programs to accurately report the Nursery's financial operations.
- Preparation of financial reports and schedules for auditors.
- Reconcile event activity with financial information provided by the Development Department.

### *Budgeting*

- Assist program directors and program supervisors with preparation of their annual program budgets, including expense allocation.
- Monitor the adopted budget in order to provide program directors and program supervisors with ongoing budget assistance.
- Investigate and report significant variances with budget comparisons to actual.
- Development and preparation of budgets for grant applications.

### *Leadership and Team Building*

The successful candidate will be a strategic thinker with excellent time management, problem-solving, and decision making skills. The ability to build strong relationships with colleagues will be crucial. This involves being approachable, empathetic, and diplomatic in interactions. Adaptability is essential as the accounting landscape is constantly evolving.

- Effective and timely communication with all internal and external parties who need information on budget and financial matters.
- Fostering a culture of mutual respect and teamwork throughout the organization.
- Effective delegation and support for others in the organization.

### *Cash Flow/ Cash Management*

- Fund Accounting
  - Track funding sources by type - federal, state, foundation/trust, endowment or private.
  - Deferred Revenue balance reconciliation.
  - Invoice grant contracts and other contracts as required.
- Accounts Payable and Accounts Receivable
  - Prepare or ensure timely preparation of all invoices.
  - Ensure revenue and expenses are properly allocated to individual grants and other funding sources.
  - Supervise finance and accounting staff whose tasks include bill payment, invoicing, expense reimbursement, deposits and account reconciliation.



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- Payroll
  - Prepare monthly, quarterly, and annual payroll reports.
  - Allocate payroll costs to appropriate programs.
  - Apply payroll costs to individual grant and other funding sources.
  - Prepare annual 403b plan match calculation.
- Investments
  - Maintain accurate records of investment activities.
  - Allocate investment earnings, including realized gains and losses among the General “Fund”, Building “Fund”, and Endowment “Funds”.
  - Record and post investment activity, including unrealized gains and losses.
  - Maintain and coordinate communication between investment manager and Finance Committee.
- Cash
  - Supervision of checking account reconciliation and ensure timely completion.
  - Oversees cash flow management and facilitates fund transfers across accounts to maintain liquidity for the program.

### *Tax Status*

- File appropriate Federal, State and County reports to maintain the Nursery's tax exempt status.
- Monitor Organization activity in order to ensure the IRS tax exempt status is maintained.

### *Financial Development*

- Attend Finance Committee meetings. Meet with the Treasurer of the Board of Directors as needed.
- Implement and monitor audit recommendations as appropriate.
- Responsible for all financial procedures and records. This responsibility includes subsidiary ledgers, journal entries for adjustments to the general ledger.
- Creates, applies, and monitors fiscal controls and procedures.

### **Minimum Qualifications**

*Studies have shown that women and people of color are less likely to apply for jobs unless they believe they meet every one of the qualifications as described in a job description. We are most interested in finding the best candidate for the job, and that candidate may be one who comes from a less traditional background. If you are interested in applying, we encourage you to think broadly about your background and qualifications for the role.*

- Bachelor’s Degree in Finance, Accounting, or related field
- Five years relevant experience
- Proven ability to prioritize workflow and the ability to adapt well to changing priorities and emergent situations without a loss of effectiveness
- Highly developed organizational and problem solving skills
- Willingness to work as part of a team and remain flexible and accessible for communication, consultation and feedback
- Ability to communicate both verbally and in writing in a clear and concise manner



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- Proficient in Microsoft Excel and Outlook

### Preferred Qualifications

- CPA preferred
- Proficiency in Sage Intacct, Martus Solutions, ADP, and QuickBooks
- Experience in a non-profit or social services environment
- Bilingual in English and Spanish

### Annual Benefits for Employees

Relief Nursery employees working 30 or more hours per week enjoy a generous benefits package as well as of being a part of an organization that makes the world a safer and better place.

- Medical Coverage (very low employee cost)
- Dental Coverage (very low employee cost)
- Vision Coverage (very low employee cost)
- Flexible Spending Account
- Employee Assistance Program (EAP)
- 403(b) retirement plan with employer match
- Up to 64 hours of paid sick leave per year, up to 128 hours of accumulated sick leave
- 5 weeks of paid vacation leave per year
- 2 paid personal days per year (add 1 additional day per each 5 years worked)
- Paid Holidays
- Paid Jury Duty time
- Mileage reimbursement
- Opportunity for internal growth and promotion, including access to professional development and training opportunities
- Public Service Loan Forgiveness (PSLF) qualifying employer

**Interested applicants, please email resume and cover letter to:**

Lindsey Steele, Director of Administration & Human Resources, [hr@reliefnursery.org](mailto:hr@reliefnursery.org)

Pre-employment drug screen and criminal background check required. Position will remain open until filled.

**Relief Nursery is an Equal Opportunity Employer and a Drug-Free Workplace**