

# Job Announcement: Finance Director

## *MountainStar Family Relief Nursery*

The Finance Director is an internally focused leadership role that is responsible for 1) developing and managing the organization's financial and accounting activities, including financial statements, budgets, long-range forecasts and trends, 2) ensuring compliance with sound business practices, 3) supporting and developing effective teams, 4) coordinating projects in the strategic plan, 5) developing an organizational culture based on our values. The Finance Director has strong leadership and management skills, extensive work experience and/training in Finance and Accounting, and a familiarity with work in early childhood education helping families living in traumatic circumstances. The position reports directly to the Executive Director and is in Bend, Oregon.

### **About Us and Our Values:**

*MountainStar Family Relief Nursery is a 501c3 nonprofit operating in Crook, Deschutes, and Jefferson counties. Our mission is to prevent child abuse and neglect through community support and therapeutic services that help vulnerable children and families succeed. Services include early childhood classes emphasizing social-emotional development, home visits, supervised visits for children in foster care, and other family supports. Our values are:*

1. *Caring* – *welcoming, trauma-informed, trustworthy, compassionate, honest, and fun.*
2. *Partnership* – *invested, accessible, and engaged with clients, supporters, partners, and communities.*
3. *Excellence* – *committed to high-quality programs, current research, innovation, best practices, accreditation, and evaluation.*
4. *Impact* – *attend to what is important and effective, continuous improvement, we do what we say.*
5. *Inclusiveness* – *seek out and value diverse perspectives, understand and address systemic barriers.*

### **Essential Job Functions**

#### ***Financial Management - Responsible for financial and accounting activities including:***

- Annual budget as approved by the Board.
- Financial reports for monthly board meetings and internal management.
- General bookkeeping including A/P, A/R, credit cards, pledges, and vendors.
- Financial management and reporting for government and private grants and contracts.
- Support and attend fund raising activities (annual luncheon, B4B, mail appeals, year-end tax letters).
- Semimonthly payroll/payroll journal entries.
- Annual reports to IRS and other regulatory agencies.
- Other annual reports such as 1099's.
- Annual financial audit.
- Loan management.
- Manage financial models and forecasts.
- Finance department policy and process management.

**Other Duties:**

- Attend monthly board finance team meetings.
- Member of the Senior Management Team attend weekly meetings.
- Support HR and ED as needed.
- Support all campuses as needed.

**Knowledge and Experience**

- 3 - 5 years of experience in nonprofit financial management and bookkeeping including specific experience and training in Generally Accepted Accounting Principles.
- Exceptional organizational skills, with an ability to lead projects and work independently, think strategically, and contribute as a member of the leadership team.
- Experience and proficiency in QuickBooks Pro and Microsoft Excel.
- Exceptional verbal and written communication skills in addition to expertise with computers and an aptitude for team collaboration software.
- BA/BS Preferred.

**Success Factors:**

- Able to relate sensitively and non-judgmentally to young children and families living in high-stress, chaotic situations who may be experiencing on-going crises and trauma.
- Represent the organization to community members and support their ownership of our mission and services.
- Valid driver's license and able to pass criminal background check.

**Salary Range + Benefits:**

This is a 32 hour a week, exempt position with a salary range of \$58,240 to \$60,000 plus competitive benefits. All positions at the MountainStar Family Relief Nursery are contingent upon the availability of funding.

**To apply, please submit a cover letter and resume to [HR@mtstar.org](mailto:HR@mtstar.org).** Please highlight how your skills, experience, training, and attitude will support your success in working across these many areas of our organization.

*MountainStar is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, gender, sexual orientation, age, or disability.*