

Organization: Yamhill Community Action Partnership  
Position: **Finance Director**

Salary Range: \$100,000 to \$115,000 DOE  
Benefits: Extensive benefits (see below for details)  
Supervisor: Executive Director

**Organizational Overview:**

The Yamhill Community Action Partnership (YCAP) was founded in 1980 as part of a nationwide network of social service agencies designed to help improve the lives of low-income people and strengthen communities. YCAP assists the residents of Yamhill County, focusing on four primary service categories:

YCAP is based in McMinnville, the county seat, in the heart of Oregon wine country. Yamhill county had a population of 108,000 in the 2020 census, and also includes the cities of Amity, Carlton, Dundee, Lafayette, Newberg, Sheridan, Willamina and Yamhill. YCAP has an annual budget of \$13/14 million and employs 70 people.

**It is essential that the director of finance is onsite at least three days each week.**

**Housing Stabilization** assists hundreds of individuals and families annually with transitional shelter, stable housing search, rental assistance, emergency financial support, case management and resource referral, among other services. This includes a specialized homeless veterans' program.

**Energy Services** provides clients with emergency utility bill support, and weatherizes homes to help improve efficiency and lower energy costs.

The **Food Bank** collects and distributes millions of pounds of food to over 35 partner pantries, community meal sites, public housing complexes, the McMinnville Senior Center and Mobile Food Pantry distribution sites throughout the county.

**Youth Services** programs support young people ages 11-21 with a safe place to hang out or stay overnight, longer term housing, counseling, mental health services, life skills training, job placement, youth leadership, and more.

The ideal candidate for this position is an experienced not-for-profit finance professional who has a passion for the work of social service agencies like YCAP. This person will be able to provide strategic fiscal oversight and leadership while also being willing and able to step in to provide assistance with day-to-day finance and accounting work when needed. They will be a proven leader who can inspire a team to support the work of the agency; they will have communications skills to inform management, the board and the broader community about the financial position of YCAP; and will be a full partner with the other YCAP leaders in guiding the organization forward.

**Primary Responsibilities:**

The finance director is responsible for the overall financial health of the organization and reports to the executive director.

The finance director:

- Manages all accounting and finance functions.
- Ensures compliance with grant requirements, government accounting standards, state law, and contracts.
- Provides strategic counsel and financial analysis to the executive director, executive leadership, the board and its finance committee.

### **Responsibilities:**

#### **General:**

- Provides quality service to board and its committees, staff, clients and the public through active listening, positive problem solving, and appropriate, timely responses.
- Supervises and supports the Finance Department staff (currently a full-time budget and contract manager, a part-time finance specialist (whose work includes payroll), and a full-time finance generalist).
- Ensures streamlined and consistent tasks are delegated and appropriately planned. Provides professional training and growth opportunities.

#### **Grants and Fundraising:**

- Working with the executive director and program directors, oversees fiscal compliance with federal, state and foundation grants and contracts. This includes taking a lead role in all monitoring and required fiscal reporting.
- Expands agency network and fund development opportunities through community and professional contacts, training, and involvement in collaborations and cooperative activities with other agencies, groups, or organizations.
- Coordinates with program and development staff on grant budgets.

#### **Accounting:**

- Manages all accounting systems and staff, providing control of cash collections and cash disbursement including reviewing invoices and check requests, tracking and authorizing all bills, approving check disbursements, reconciling bank statements, and preparing appropriate reports.

- Develops, implements, and administers payroll functions, state and federal taxes, personnel payments, garnishments and deductions. Oversees agency funding for retirement benefit.
- Ensures adherence to financial and accounting laws, rules and best practices, including conformance to GAAP.
- Ensures financial, accounting and investment policies are up-to-date.

### **Financial Reporting and Audits:**

- Provides current financial reports and projections monthly for board finance/audit committee, executive director, and other managers.
- Reviews and audits all funds.
- Oversees annual inventory for audit.
- Ensures corporate and program reports and forms are filed as required by law or funding sources.
- Manages relationship with outside auditor to ensure completion of annual financial audit, IRS 990 and all required tax and charitable registration filings.

### **Finance and Investments:**

- Reviews and maintains all contracts and agreements. Reviews and makes recommendations on agency insurance policies and 401k plan.
- Invests funds as directed by the executive director. Tracks and provides reports on all investments.
- Manages YCAP's banking relationships, FDIC insurance exposure, and day-to-day cash management.
- Develops yearly financial tactical plans and the supporting budget, prepares reports and assist program directors or leadership teams with data and evaluations as needed.
- Leads financial planning for the organization by analyzing its performance and risks.
- Manages the annual budget development and approval process. Monitors financial performance against budget and reports on same to executive director and board/board committee.

- Retains constant awareness of the organization's financial position, acting to anticipate and identify problems; acting to implement solutions or make recommendations to executive director and leadership team, and/or board as required.

### **Knowledge, Skills and Abilities**

- 5+ years finance and accounting principles, laws and best practices, required.
- 2+ years not-for-profit accounting and finance, including management of grants, fundraising, and donor-restricted funds, required.
- Experience with federal and state grant management and reporting, strongly preferred.
- Solid knowledge of financial analysis and forecasting required.
- Experience with finance and accounting for capital and facilities projects, preferred.
- Skills with computers and software programs required; familiarity with Abila MIP fund accounting and Paylocity payroll system preferred.
- An analytical mind and strategic thinking ability.
- Ability to be a collaborative partner with program directors and leadership team.
- Strong organizational and leadership skills, with demonstrated ability to manage a finance team.
- Good communication and interpersonal abilities.
- BA or BS in accounting, preferred.

### **Benefits:**

This is a full-time exempt position.

- 128 hours vacation
- 96 hours sick leave
- 13 paid holidays
- Fully paid healthcare for qualified employees and partially to fully paid healthcare for family
- Paid life, short- and long-term disability insurance

- Employer match up to 4% in 401k plan
- Opportunity for ongoing flexible work schedule

### **Application Information**

Nonprofit Professionals Now is excited to support Yamhill Community Action Partnership in their search for their next Finance Director. To apply, please submit a resume and cover letter. All applications will be reviewed and considered.

**Full Position Description:** <https://apptrkr.com/5227677>

**Application Portal:** <https://apptrkr.com/5227677app>

**Application Deadline:** May 27, 2024