

Job Posting Director of Finance

Cascade AIDS Project (CAP), the oldest and largest AIDS Service Organization (ASO) in Oregon and Southwest Washington, is committed to preventing HIV infections, supporting and empowering people living with or affected by HIV and eliminating HIV-related stigma and health disparities. Learn more about us at <http://www.cascadeaids.org/>.

CAP is excited to announce that we are currently hiring a Director of Finance to lead and direct the work of CAP's Finance Department. Full-time and exempt, the Director of Finance reports to the Executive Director.

The Director works with the CAP Executive Director and the Finance Committee of the Board of Directors to ensure the fiscal health and financial integrity of the organization. The incumbent oversees all fiscal functions of the organization, including budgeting, payroll, risk management, investments, accounts receivable and payable, internal controls, general ledger, contract billing, cash management and the agency annual audit.

This position is also key in the growth and development of the healthcare and pharmacy services and directs all fiscal functions of the organization's health center, including revenue cycle management, third party billing process, and in depth fiscal and business analysis of healthcare and pharmacy operations.

The incumbent will share responsibility for the oversight and coordination of CAP operations with the Manager of Human Resources. Together they are responsible for working closely with the Executive Director to oversee and ensure that adequate infrastructure is in place to manage the organization's growth. The Director of Finance directly supervises 3.0 FTEs.

The Director of Finance works closely with Executive level staff to help support and guide the implementation of strategic development plans and is responsible for oversight and implementation of the plan and the achievement of related goals. The person in this position is stationed in the CAP main office. Periodic evening and weekend work is required.

Required Qualifications:

- Bachelor's degree in accounting, finance, business or closely related field
- Seven to ten years of accounting experience demonstrating increasing professional responsibility and growth
- Extensive senior finance experience
- Ability to define problems, collect data, establish facts and structure analysis for complex business issues. Ability to comprehend and create financial analysis and effectively communicate the information to executive management and the Board of Directors
- High level of business acumen, including successful P&L management and the ability to balance the delivery of programs against the realities of a budget

- Must possess sound business judgment, exercise professional conduct, understand and follow business ethics and standards, and maintain a high level of confidentiality in all duties
- Ability to consistently make good decisions through a combination of analysis, wisdom, experience and judgment; abilities in problem solving, project management and creative resourcefulness
- Strong written and verbal communication skills along with strong interpersonal and organizational abilities
- Grants and contracts management experience
- Must be proficient in the use of computer spreadsheet applications, accounting software applications, and Microsoft Office software (Word, Excel, Outlook) and working knowledge of the internet

Preferred Qualifications:

- Certified Public Accountant
- MBA or equivalent
- Healthcare financial experience
- Experience with a nonprofit 501(c) (3) organization
- Experience with Federal cost principles and Uniform Guidance Subpart F (A-133) audit requirements for Single Audits
- Experience working with Boards of Directors and Board committees
- Experience working as management in a unionized environment
- Strategic planning experience
- Public and private grant experience

Compensation: \$82,000 - \$92,000 annually, depending on education and experience; employer-paid health, dental, vision, short-term and long-term disability and life insurance; 401(k) retirement plan with generous employer matching contribution, 125C cafeteria savings plan; generous vacation and health leave benefits.

Closing Date: Open until filled.

To apply for this position, mail, email, fax, or deliver the following three documents:

- 1) a complete cover letter (attached as Word or pdf) that serves as an example of your writing and addresses how you meet all of the required qualifications specific to the position you are applying for,**
2) your resume, and 3) a completed CAP Employment application (available at
<http://www.cascadeaids.org/about/careers/>**) to:**

Cascade AIDS Project
Director of Finance position
520 NW Davis St, Suite 215
Portland, Oregon 97209

Fax: 503-223-6437

Or by email to:
jobs@cascadeaids.org

Cascade AIDS Project is an Equal Employment Opportunity/Affirmative Action Employer
People of color, women, LGBTQ individuals and people living with HIV are strongly encouraged to apply