

Reports to:	Executive Director
FLSA Classification:	Salaried, nonexempt
Location:	1905 SE 10 <sup>th</sup> Ave., Portland, Oregon
Last Revised:	January 9, 2026
Position Status:	.8 FTE (32 hours week), (hybrid schedule; a combination of in-office and remote work)

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### **Position Overview**

The Finance Manager has primary responsibility for maintaining the Foundation's overall accounting and finance functions. The successful candidate will have the educational background and professional experience to perform account reconciliations, maintain the general ledger, manage audit and tax preparations, support the development of the annual expense budget, manage the accounts payable function (including grant payment and vendor administration), process and submit payroll and manage employee benefits, prepare financial reports, and perform other accounting duties and related projects.

### **Primary Responsibilities**

#### **Accounting**

- Bookkeeping: Managing day-to-day financial transactions, ensuring accurate records of all receipts, payments, and other financial activities
- Prepare monthly financial reports (Actual vs Budget; Profit & Loss; Balance statement)
- Prepare monthly cashflow statements and three-month cash projection statements
- Manage the Foundation's accounting systems including maintaining vendor data and processing incoming invoices in the accounting software
- Reconcile checking and multiple investment account statements and prepare periodic financial reports for the Executive Director, Board and CPA
- In coordination with the Executive Director, create, manage, and administer the annual Foundation expense budget
- Assist the Executive Director and CPA with annual audit or review of accounting records and tax preparation (federal estimated taxes; 990PF/Payment of State of Oregon taxes)
- Assist the ED and Board with financial planning and management, including preparing forward-looking analyses and reviewing current and anticipated expenditures
- Ensure the Internal Procedures document is accurate and up to date, including reviewing and updating accounting policies and procedures for both new and existing processes

#### **Benefits Administration Duties and Responsibilities**

- Process payroll, reconcile processed payroll, post journal entries in accounting software, and monitor and make adjustments in employee time-off accruals and usage as necessary
- Manage and reconcile all payroll related liabilities including retirement plan contributions, FSA, health, life and disability insurance premiums, posting the liability and payment transactions in accounting software

## JOB DESCRIPTION: FINANCE MANAGER

- Manage benefit programs throughout the year, including open enrollment, medical, dental, deferred compensation, life insurance, long term disability, flexible spending accounts and other voluntary plans
- Maintain employee-related databases and payroll files, including personnel action forms, payroll deductions, direct deposit elections, and insurance enrollments while responding to employee questions and concerns in a professional manner
- Work with insurance brokers on the annual renewals of employee insurance benefits (e.g., medical, dental, life & disability) and the Foundation's liability insurance (e.g. Business Owners, Directors & Officers, Workers Compensation). Coordinate annual employee benefits meetings with benefits consultants
- In addition to the specific responsibilities outlined, the employee may be required to perform other duties as assigned

### Grants

- Twice monthly the Grants Manager and Finance Manager tie out Foundant (grants database) with QuickBooks Desktop. The Finance Manager includes the Summary of Paid Grants and Summary of Grants Awarded and Unpaid Grants with the monthly financial statements.
- Enter and maintain grantee data in the accounting software, post entries for the grants awarded and process monthly grant awards as authorized by the Executive Director, and prepare paid grants report for reconciliation with the Foundation's Foundant system.
- Assist Program Directors with preparing monthly grant application financial analysis.

### Qualifications

#### Required Competencies, Skills & Experience

- Bachelor's degree in accounting or demonstrable equivalent experience
- 5 – 8 years of progressive accounting experience
- Strong knowledge of generally accepted accounting principles and the ability to apply them
- Strong analytical and problem-solving skills with attention-to-detail
- Ability to exercise initiative and contribute expertise to accomplish positive results
- Solid skills in prioritizing, organization, decision-making and time management to deliver high quality work while meeting deadlines
- Strong written and verbal communication skills
- Ability to work effectively independently and collaboratively in a team environment
- Advanced Microsoft Excel skills
- Proficiency in other Microsoft office applications (e.g., Word, PowerPoint, Outlook)
- QuickBooks Desktop proficiency
- Payroll processing provider proficiency (e.g., Paylocity or similar software)
- An abiding commitment to diversity, inclusion, access, and equity

#### Preferred Qualifications

- Experience in a nonprofit organization or foundation, including multi-year grantmaking
- Experience with investment accounting and/or financial analysis
- Experience training or supporting staff on financial processes and systems



## JOB DESCRIPTION: FINANCE MANAGER

### **Physical Demands:**

Work is primarily performed in an office/remote environment and involves prolonged computer use, speaking/hearing, and occasional lifting of office materials.