



## Position Description: Financial Manager

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*WomenFirst Transition & Referral Center is a grass-roots organization working to provide a nourishing environment where women can rebuild their lives and self-worth through peer-mentoring, life-skills training, empowerment groups, and community support.*

**Position Title:** Financial Manager- In person

**Reports To:** Executive Director

**Job Shift:** Day; starting at full-time 1.0 FTE (40 hours a week)

**Location:** 21440 SE Stark St., Gresham, OR 97030

**Job Category:** Non-profit; social services; finances

**Wage:** Range: \$31.20-\$36.20 hr

### **General Function:**

Under the general supervision of the Executive Director, the Financial Manager is responsible for overseeing and updating financial information pertaining to WomenFirst and its programs and services. The Financial Manager will approach this work from an informed perspective, with knowledge on the day-to-day operations of the organization as well as a fundamental understanding of the organization's long-term financial goals.

### **General Duties:**

- Work collaboratively with the WomenFirst team members to effectively and compassionately serve our core demographic of Black women.
- Support the development of organization budgets in partnership with the Executive Director.
- Perform budget reconciliation and tracking in partnership with the Executive Director and accounting team.
- Receive and log receipts into QuickBooks Online as purchases are made.
- Manage the accounts payable process.
- Manage the staff reimbursement process.
- Compile and audit tax documents in support of any audits.
- Generate budget and database analysis reports for Board meetings.
- Respond to donor inquiries and ensure contributions are acknowledged in a timely manner.
- Assist the organization with organizing and managing events both on and off site.
- Work in tandem with the Executive Director and grant writer to identify and apply for funding that supports WomenFirst in its missions and values.
- Provide oversight and advice when necessary in regards to organizational financial decisions and best practices.

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TRANSITION AND REFERRAL CENTER

**Management Duties:**

- Provide oversight and ensure employees are properly adhering to budgets where possible.
- Work closely with the Executive Director and Board of Directors to make decisions regarding wages and large purchases for the benefit of the organization or its employees.
- Maintain up-to-date tracking information on an organizational and per-grant basis.
- Provide interpretation for a variety of financial reports.
- Track financial trends within the organization to create accurate projections for the organization's future that align with our mission and yearly budget.
- Maintain the overall financial health of the organization to ensure long-term services to our participants.
- Organize grant agreements and prioritize invoices according to correct projects and correspond with bookkeeper for record keeping

**Qualifications:**

- Strong and competent skills in using accounting software like QuickBooks Online.
- Competency in using Microsoft Suite, including Excel and Word, as well as their Google Suite counterparts.
- Proven experience as a Financial Manager or similar position.
- Working knowledge of GAAP and financial statistics.
- Minimum of two years experience in the non-profit sector.
- Strong interpersonal and management skills that facilitate good working relationships with other staff members.
- B.A./B.S. in a field related to financials or equivalent work experience.
- CPA certification is not required but will be considered a plus.
- Vaccination against COVID-19 in accordance with state and federal regulations.

**WomenFirst is an Equal Opportunity Employer.**