



Fiscal Director Job Description

Organization Overview: Parrott Creek Child and Family Services is a 501(c)(3) nonprofit organization serving youth and families across Oregon. Our programs range from early interventions and community support to outpatient treatment, recovery homes and intensive residential care. Our mission is to help our participants identify strengths and develop skills that build stronger families and safer communities. We build effective partnerships to align services, maximize resources and provide an equitable and inclusive continuum of care.

Work Location: Oregon City, OR

Position Type: Exempt with some flexibility to work remotely on occasion. Must be available to work occasional evenings for Board meetings and/or Events.

30-40 hours per week* (Please see additional considerations in regards to flexibility and hours.)

Salary: Commensurate with experience

Position Summary:

Parrott Creek is looking for a skilled, values-led Fiscal Director to join our team at an exciting time. In response to the crisis in children's care in Oregon, we are in the midst of a multi-million dollar capital project and campaign, increasing our services, taking on new contracts and advocating for important systems change. The complexity of our business model has grown and we need a Fiscal Director to help lead and implement new business processes. We are also undertaking a strategic planning process this fall. Parrott Creek is a mission-driven and heart-led organization based on the values of unconditional positive regard, mindfulness, trauma informed, restorative justice and social justice. We are excited to hear from you if this resonates with you too. The Fiscal Director is responsible for overseeing all financial aspects of the organization, including financial planning, budgeting, accounting, and reporting and will play a critical role in ensuring the long term financial sustainability of the organization and will work closely with the executive team to develop and implement strategic financial plans.

Principle Responsibilities:

- Develop and implement financial policies, procedures, and internal controls to ensure compliance with applicable laws, regulations, and best practices.
- Manage the preparation and management of the organization's annual budget, including monitoring actual financial performance against budgeted targets and providing regular updates to the executive team and board of directors.
- Oversee all accounting functions, including general ledger, accounts payable, accounts receivable, invoicing/contract reporting, payroll, and financial reporting.
- Establish and maintain relationships with financial institutions and manage the organization's cash flow to ensure sufficient funds are available to meet ongoing operational needs.
- Coordinate the annual financial audit and tax filings, working closely with external auditors and tax consultants.
- Develop and maintain financial forecasts and multi-year financial projections, analyzing potential risks and opportunities to support strategic decision-making.

- Develop process and provide financial oversight in collaboration with the Contracts and Systems Manager and Development Director for grant and contract proposals and reporting, ensuring proper tracking and allocation of restricted funds.
- Serve as a strategic financial advisor to program managers, the executive team and board of directors, providing input on financial implications of organizational decisions and opportunities.
- Supervise and mentor finance staff, fostering a culture of continuous improvement and professional development.
- Participate in board meetings, leadership meetings and contribute to organizational planning and strategy.
- Lead and coordinate Board of Directors finance committee meetings furthering board advocacy on behalf of the organization.

Required Skills, Experience, and Traits:

- Bachelor's degree in accounting, finance, or a related field required; advanced degree or CPA certification preferred.
- Minimum of 7 years of progressive financial management experience, with at least 3 years in a leadership role in a nonprofit organization.
- Strong understanding of nonprofit accounting, including fund accounting, grants management, and financial reporting in accordance with Generally Accepted Accounting Principles (GAAP).
- Experience with federal and state grant and contract administration, financial reporting and Single Audit requirements.
- Proven experience in developing and managing budgets, financial planning, and forecasting.
- Exceptional analytical and problem-solving skills with a high level of attention to detail.
- Excellent communication and interpersonal skills, with the ability to present complex financial information clearly and concisely to a variety of audiences.
- High level of proficiency in accounting software and other financial tools, as well as basic office software programs.
- Demonstrated commitment to the mission and values of Parrott Creek.
- Excellent time management and organizational skills, with the ability to effectively handle multiple projects and meet deadlines.
- Supportive of diverse lifestyles and cultures.
- Ability to represent and promote the Agency with the public, with government agencies, and with elected officials.
- Valid driver's license, personal transportation and a good driving record.

Preferred Skills, Experience, and Traits:

Understanding of and experience in nonprofit accounting, as well as generally accepted accounting principles.

Ability to manage and lead a team of diverse individuals.

Tolerant of diverse lifestyles and cultures.

Interpersonal skills, including the ability to interact and engage with stakeholders at all levels, active listening skills, professionalism, courteousness, and empathy.

*We believe that the responsibilities of this position require a commitment of 30-40 hours per week. However, we are open to a discussion and/or an assessment of these duties with potential candidates who may want to accommodate family, caring responsibilities and/or other considerations.

A Note to Potential Candidates:

Studies have shown that women, trans, non-binary, BIPOC, and other candidates from most-impacted communities are less likely to apply for jobs unless they believe they meet every single one of the qualifications as described in a job description. We are committed to building a diverse and inclusive organization, and we are most interested in finding the best candidate for the job. That candidate may be one who comes from a background less traditional to our field of work, and that is welcome. We would strongly encourage you to apply, even if you feel you do not meet every one of the qualifications described. Parrott Creek is an equal opportunity employer and we encourage candidates of diverse backgrounds to apply.

To apply, send resume and cover letter to resumes@pcreek.org.