



Director of Finance & Administration

Job Description

Updated January 2022

Exempt Employee (.75 to 1.0 FTE)

Hiring Salary Range: \$ 70-79K (Full Range \$70-100K)

Reports to the Executive Director (ED)

Job Purpose

This position is responsible for maintaining and strategically improving the financial systems necessary to support RDI's overall operations. The Director ensures the timely production of financial performance data; establishes and/or maintains appropriate internal controls; analyzes and evaluates the organization's fiscal position; and conducts short/long term financial planning to align resources with strategic goals and priorities. This position also performs human resources tasks, including payroll and benefits administration.

Essential Duties

Accounting

- Prepares and distributes internal monthly financial statements and accompanying notes, including project budget-to-actual comparisons.
- Coordinates and leads the annual audit process, including preparation of all schedules and documents requested by the auditors.
- Manages organizational cash and investments.
- Manages and evaluates insurance policy renewals and coverage.
- Oversees accounts payable; reviews and approves weekly check runs.
- Prepares and updates annual organizational budget including the coordination/review of all project budgets.
- Reviews and approves all grant agreements, contracts, and MOU's prior to ED's signature.
- Monitors grants/contracts to comply with funder requirements; prepares financial reporting.
- Staffs the Finance Committee of the Board including preparation of the agenda and packet for meetings.

Human Resources

- Generates monthly payroll via QuickBooks.
- Remits payroll taxes and liabilities; timely submits reporting as required by Oregon, Washington and Idaho.
- Issues annual wage statements (W-2s) to personnel and files with appropriate government entities.
- Implements and annually updates salary schedule; maintains updated job descriptions; participates in and reviews results of relevant salary surveys; and provides input for staff merit raise consideration.
- Administers personnel benefits.



Director of Finance & Administration Job Description

Page | 2

Key Qualifications and Skills

- Bachelor's degree in accounting, CPA, CMA or postgraduate degree preferred.
- Minimum of five years general accounting experience including direct work experience in nonprofit organizations.
- Strong non-profit financial management and analysis skills.
- Excellent computer skills (Microsoft platform) including ability to customize Excel spreadsheets and accounting applications.
- Ability to develop relevant financial reports to support sound decisions regarding project and organizational management.
- Working knowledge of federal and state grant reporting.
- Proven payroll experience with a focus on streamlining processes.
- Strong personal and verbal skills: a professional and friendly communication style, polite and polished both in person, on the phone, and in writing.
- Experience using QuickBooks. (RDI is open to converting to another platform.)
- Ability to work efficiently and effectively with minimal direction.
- Ability to communicate effectively with individuals from diverse backgrounds and cultures. Bilingual (Spanish and English) is a plus, though not required.
- Supervisory experience desired.

Work Environment

- This position works most efficiently from RDI's main office in Coburg, Oregon; however, someone within a 3-hour drive distance may negotiate a virtual work situation.
- Occasional in-state travel; occasional weekend and evenings may be required.
- Clean driving record and reliable transportation are required.
- May require the ability to bend, push, pull, grasp, and lift up to 35 pounds.

What We Offer

- A robust benefit package providing health, vision, and dental insurance
- Company contribution to your 401K account (after six months)
- Generous Paid Time Off (PTO) policy and eleven paid holidays
- AAA membership
- Phone and internet stipends (dependent upon position)
- Sabbatical after 10-years of service



Director of Finance & Administration
Job Description

Page | 3

Application Process

Deadline for application to be received is 8 am, March 21. Position is open until filled.

Please submit:

- **Cover letter** (1 page max) clearly outlining the specific skills and knowledge you bring to the job.
- **Resume** detailing relevant experience, work history, education and accomplishments.
- If you proceed to a final round of review, we will ask for three references. (You may include these references in your initial application, but it is not required.)

Incomplete applications will not be considered.

Email: hr@rdiinc.org

Mail: Human Resources
Rural Development Initiatives Inc.
91017 S. Willamette Street
Coburg, OR 97408

RDI is an equal opportunity employer that values diversity of all kinds. We believe that organizational behavior can disproportionately impact the most marginalized people in society. It is our policy to ensure that all individuals are treated equally without regard to age, color, disability, gender, marital status, national origin, religion, sexual orientation, expression, gender identity, or veteran status. RDI strongly encourages applications from people with these identities or who are members of other marginalized communities to ensure that all are given every opportunity to succeed.