



Fiscal Manager

Department: Management | **Reports to:** Executive Director | **FLSA Status:** Exempt

The Northwest Regional Re-entry Center (NWRRC) is hiring for our next Fiscal Manager. This is an exciting opportunity to be part of an organization that makes a difference.

Our ideal **Fiscal Manager** is someone who is experienced in finance and accounting, and who has a passion for being a part of a team with the mission of making a difference in other people's lives. We are a small organization of about 50 staff and we are a close team. Our current Fiscal Manager has been with the organization for almost 10 years and is now retiring. This is a management-level position that is responsible for all aspects of the financial functions of the organization, in collaboration with the Executive Management Team and in support of the organization's strategic plan. This is a hands-on position and is a department of one.

As a contractor with several government agencies, NWRRC receives revenues on a fee-per-service basis. The organization is not significantly involved in grants and other traditional non-profit finance activities.

NWRRC is a non-profit 501(c)(3) contractor organization which has been in continuous operation since 1964. We operate a 150-plus bed residential re-entry center and provide transitional services to offenders re-entering society from incarceration, for probation clients serving sanctions for violations of their supervised release, and for those under community restoration orders. Our mission and purpose is to support, educate and encourage our residents to do the work necessary, to develop and implement an Individualized Program Plan, that guides them in the successful transition back into their communities, including finding functional support systems, employment and housing, without reoffending. While a resident is in our program we are also committed to assuring constant supervision, providing structure for accountability, engaging them with social-emotional based, life skills learning activities and as a result protecting the community.

Benefits:

We offer great benefits and perks. Here are some highlights on what we offer:

- **Pay:** Industry-competitive wages and the potential for great merit-based increases and annual cost of living adjustments (COLAs). The salary range is currently scaled at \$89,000 to \$105,000. Final salary determination will be dependent on qualifications and experience.
- **Medical, dental and vision:** NWRRC pays 100% of the premium cost for you. Health insurance begins the first of the month following date of hire.
- **Retirement:** NWRRC offers an employer-funded SEP-IRA retirement plan. After 1 year, and on a quarterly basis, you will receive a 7% employer contribution into your account.
- **Time off:** All fulltime staff receive and accrue 18 days (3.6 weeks) of paid vacation time and accrue 12 days of sick time annually, to start.

- **Tuition Assistance:** Staff who are working on a degree or certificate in a related field of study can apply for this program. NWRRC will cover up to 50% of eligible tuition and course fees.
- **Fitness:** We will pay staff up to \$50 monthly for going to the gym/exercising.
- **Free Meal:** Staff who work over meal service can eat for free from our cafeteria. We have a great food service program.

Qualifications:

- **Education:** Bachelor's or Master's degree in Accounting or Finance from an accredited college or university is required, MBA or CPA preferred.
- **Experience:** Must have 3+ years managing and performing the accounting and financial operations of an organization, including experience with the "hands on" entry of accounting information. The position requires knowledge of GAAP and best practices in nonprofit finance. Experience and proficiency with QuickBooks is required. Prior supervisory or work leadership experience is preferred.
- **Availability:** This position is Monday through Friday at the facility. There is room for flexibility on working hours, but is generally regular business hours onsite.
- **COVID-19 Vaccination:** All staff are required to be fully vaccinated against COVID-19. Proof of vaccination is required upon hire.
- **Clearance:** Must successfully pass a Federal background check, state background check, and drug screening to work in a facility with Federal offenders. The use of/testing positive for any mind-altering substance, including marijuana, is a disqualifier.

Sample of Responsibilities:

Financial:

- Maintains general ledger and all financial records
- Develops and monitors budgets, investments, cash position, and financial statements
- Financial reporting to the Board of Directors and other key stakeholders
- Prepare payables and check run on biweekly basis
- Design and implement internal controls
- Ensures that all financial records are within generally accepted accounting practices
- Reconciles accounts and prepares monthly and year end closing activities
- Contract reporting, invoicing, and compliance monitoring
- Manage annual audit and work with CPA firm in preparation of annual information returns
- Negotiates and tracks costs of employee benefits plans, including medical, dental, retirement, EAP, and supplementary

General:

- Serves as key member of management leadership team
- Advises Director in all matters of executive level decision making as requested including organizational visioning, strategic planning, personnel actions, risk management analysis and other high level organizational issues.
- Maintain insurance policies and incident reporting to insurers
- Serves as back up to HR with payroll systems including electronic timecard system and backup to prepare payroll biweekly in partnership with third party processor

How to Apply:

For consideration, submit a resume and cover letter describing your interest and how you meet the qualifications. Thank you for your interest in joining our team!