

CONTRACT OR HOURLY OPPORTUNITY

Oregon Health Career Center

Financial Officer

Open until Filled – Application by May 28, 2010 strongly encouraged

THE AGENCY

The **Oregon Health Career Center (OHCC)** is a private, not-for-profit organization that works closely with education and healthcare organizations to increase and diversify Oregon's healthcare workforce. We operate a pipeline of science and health professions programs that prepare children and adults to become the healthcare workers of tomorrow. We also facilitate industry planning and coordination activities to efficiently and effectively define, prepare for and meet future workforce needs. We serve all of Oregon and Southwest Washington from our offices in Wilsonville, Oregon.

THE OPPORTUNITY

The Financial Officer reports directly to the President/CEO. (S)he is required to maintain all financial functions of the organization especially documentation for Federal grant funders according to OMB Circulars 110 and 122, and compliance with FASB 116 & 117 in anticipation of A133 audits. (S)he provides assistance with financial estimates for new grant funding and preparation of monthly financial statements along with budget and cash flow tracking. (S)he oversees and audits work of the staff Bookkeeper, who performs day-to-day accounting duties for the agency. Job duties include:

- Prepare monthly financial statements, including budget to actual comparisons. Discuss budget variances with President & CEO on a monthly basis to ensure financial stability.
- Report financial results to Executive Committee & Board of Directors.
- Maintain financial policies and update as required due to changing regulation. Present changes to Board for discussion and approval. Ensure compliance with established financial policies.
- Ensure compliance with all contracts for insurance and benefits including resolution of any discrepancies.
- Assist the CEO in negotiating and securing necessary credit for the organization.
- Audit funding and contract reimbursement request documents prepared by the Bookkeeper.
- Oversee and insure proper fiscal reporting to federal, state, local and private funders.
- Work closely with the Board Audit committee and external auditors to ensure prompt completion of annual audit.
- Prepare appropriate Federal and State tax filings, including Form 990 and Oregon CT-12.

PROGRAM DESCRIPTION

The Oregon Health Career Center is a statewide organization dedicated to addressing workforce shortage and demand issues within Oregon's healthcare industry. Close and formal ties with the Oregon Association of Hospitals and Health Systems and the Oregon Department of Community Colleges and Workforce Development provide the vital platform for these activities.

Our K-16 programs are designed to interest young people in health careers, and prepare them for entry into those careers. A particular emphasis is on increasing the cultural diversity of the workforce. Our direct workforce development programs work with colleges and the industry to increase the numbers of healthcare workers in the workforce. Our initiatives introduce new directions and coordinate the efforts of major constituency groups in addressing new priorities.

Programs are funded by a variety of federal, state and local government sources, as well as by private contracts, foundations and fee-for-service. The accounting system is operated on the latest version of QuickBooks, and detailed fund-accounting practices are in place and accurately maintained.

DESIRABLE QUALIFICATIONS

Extensive Knowledge of nonprofit accounting and financial management is crucial. Experience with federal and state grants is essential.

Ability to plan, organize and function efficiently and independently is paramount. The successful candidate will have the ability to quickly grasp new concepts and develop effective responses to situational challenges. S/he will be able to perform work assignments accurately, completely and in a responsible, self-disciplined manner. The ability to communicate effectively verbally and in writing, gather and maintain statistical data and maintain effective working relationships is required. The ability to speak, read and write effectively in English is required. The ability to maintain strict confidentiality is essential.

Skill in QuickBooks and Microsoft Office Suite software (Word, Excel, Access) is required. Skills in establishing and maintaining effective paper and computer based records and systems are required. Skill in operating all standard office equipment is required.

Experience and Training: A Bachelor's Degree in Business with an accounting concentration. Must be a CPA or CPA candidate. A minimum of 3-5 years of nonprofit accounting including knowledge of OMB 110 & 122 requirements. A minimum of three years experience using QuickBooks accounting software is required.

WORKING CONDITIONS

This position can be structured as hourly employment, or as a contract agreement as negotiated. The work averages 5+ hours per week with a maximum of 10 hours per week. Generally, our office hours are 9-5 Monday thru Friday, though occasional weekend availability is possible. On-site availability in a consistent schedule will be negotiated, though portions of the work can be done remotely. You must be willing and able to attend early and late meetings upon request. You must provide your own transportation to and from our offices. You must be willing to attend meetings off-site. Our offices, meeting spaces and vehicles are non-smoking environments. Reasonable accommodations may be made to enable individuals with disabilities to perform the general duties. Hourly wage or contractual rate are competitive and are commensurate with qualifications and experience.

TO APPLY

A completed OHCC application form is *required*. A downloadable copy is available on our website: www.ohcc.org. Submit completed and signed application to:

**Oregon Health Career Center
Attn: Financial Officer Hiring Committee
25195 SW Parkway Avenue, Suite 204
Wilsonville, Oregon 97070
(503) 682-1300 Fax: (503) 682-1311
Email: hr@ohcc.org**

**(If application is emailed, please include job title in subject line. PDF and Word Documents only please)
Web address: www.ohcc.org**

It is the policy of the Oregon Health Career Center to provide equal employment opportunity to all employees and applicants for employment without regard to an individual's race, color, religion, age, sex, national origin, sexual orientation, physical or mental disability, marital status, or veteran status.