

JOB POSTING FINANCE MANAGER

The Society of St. Vincent de Paul

Finance Manager

Full time position reporting to the Executive Director

Open until filled

\$45,000 -- \$52,000 per year DOE

The Organization

Established in Oregon in 1869 with the founding of St. Vincent's hospital, the Society of St. Vincent de Paul (SVdP) is a worldwide Catholic organization of laypersons, open to all who wish to live their faith by loving and serving their neighbor. The Portland Council serves Multnomah, Clackamas, Washington, Clatsop and Columbia counties through a network of 2,000 volunteers from 50 Conferences organized by local Catholic parishes.

www.svdppdx.org

The Position

The Finance Manager has responsibility for overseeing all financial functions of the organization and the supervision and training of staff. The Finance Manager attends the Finance Committee meeting and prepares accurate financial reports and advice for the Executive Director, Finance Committee, Council President, Board of Directors and Conference Presidents. The Finance Manager is a principle representative of SVdP and assists in the general management of the organization through consistent management of its finances. The Finance Manager is expected to exercise considerable independent judgment and discretion in the process of carrying out many duties and assignments

The Finance Manager is responsible for work performance and completes annual staff evaluations, provides efficient scheduling of staff and coordinates training and orientation. The position is also responsible for month end and year end financial reports, providing information to auditors, meeting all requirements and resolving all issues for completion of the annual audit, producing year end 1099's and W-2 forms, working with the Executive Director and Council President to prepare the annual budget for approval by the Board and Conference Presidents, and attending Finance Committee meetings and Board, Council and Conference meetings as required by the Executive Director and Council President.

Key Requirements

Bachelor's degree in accounting with five years of complex technical accounting and management experience. Associates Degree may be substituted with seven to ten years of increasingly complex technical accounting and management experience. Relevant and significant non-profit experience is preferred. Working knowledge of GAAP, experience with Excel, Word and Quick Books.

To Apply

Submit a cover letter, a list of five professional references and resume electronically or by mail. Direct email submission to brian.f@svdppdx.org

By Mail to:

Brian Ferschweiler, Executive Director

St. Vincent de Paul, Portland Council

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