

## **JOB POSTING: FINANCE MANAGER**

### **The Society of St. Vincent de Paul, Portland Council**

Salary Range – \$65,000/\$70,000 per year, DOE. This is a flexible position as it pertains to the hours needed to perform the required tasks on-site, or a combination of working both on-site and remotely. A decision will be agreed upon both by the Executive Director and the successful candidate prior to start date.

**THE ORGANIZATION** – Review our website: [www.svdppdx.org](http://www.svdppdx.org)

Established in Portland, Oregon in 1869, 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 SVdP Portland Council oversees 48 parish Conferences located throughout Multnomah, Clackamas, Washington, Clatsop, and Columbia counties.

**THE POSITION** – The Finance Manager reports to the Executive Director and supervises one accountant. The Finance Manager is a principal representative of SVdP and assists in the general management of the organization. The Finance Manager is expected to exercise considerable independent judgment and discretion in the process of carrying out many duties and assignment. The Finance Manager is responsible for all financial accounting and reporting procedures, and internal controls including payroll, accounts receivable, accounts payable, and the recording/depositing of donations and contributions.

The Finance Manager makes recommendations for outside contract services, purchasing and vendors. The Finance Manager is also responsible for month-end and year-end reports, providing information to auditors, meeting all requirements and resolving all issues for completion of the annual audit, producing year-end 1099/1098 and W-2 forms, and working with the Executive Director and Council President to prepare the annual budget.

**ESSENTIAL FUNCTIONS** – Fixed asset accounting, payroll, maintaining accounts and reports in QuickBooks/maintenance and reconciliation of all accounts on monthly basis.

### **KEY REQUIREMENTS**

To be considered, the candidate must have completed education and training specific to finance and accounting, and have 3 to 5 years of relevant and significant work experience in the Essential Functions listed above. It is also important to have a working knowledge of GAAP, of non-profit operations and reporting, independent audits, reviews, and Form 990 preparation. Technical proficiency with Excel, Word, and QuickBooks is required.

The candidate must have excellent communication skills, and be able to work well with diverse staff, volunteers, and clients.

**TO APPLY:** Submit a cover letter, a list of five professional references and your resume electronically or by mail.

Email submission to: [brian.f@svdportland.org](mailto:brian.f@svdportland.org)

### **By Mail to:**

Brian Ferschweiler, Executive Director  
St. Vincent de Paul, Portland Council  
PO Box 42157  
Portland, OR 97242-0157