



### Job Description – Finance Director

<b>Job Title</b>	Finance Director	<b>Department:</b>	Finance
<b>Reports To</b>	Executive Director	<b>Salary Range:</b>	BASED ON EXPERIENCE: \$120,000 - \$140,000
<b>FLSA</b>	EXEMPT	<b>Revision Date:</b>	04/12/2023

#### ABOUT PCRI

Portland Community Reinvestment Initiatives, Inc. is a non-profit community development corporation with a mission “to preserve, expand and manage affordable housing in the City of Portland and provide access to and advocacy for services to our residents”. With over 800 units of affordable housing, PCRI’s unique mix of single-family homes, small multi-plexes and community apartments represents one of the last stable opportunities for low-income households to remain in their vibrant Portland neighborhoods. These homes and apartments are woven into the fabric of their neighborhoods and are a model for eliminating concentrations of poverty.

To accomplish PCRI’s goal of addressing involuntary displacement, PCRI established a displacement mitigation initiative, Pathway 1000, with the sole purpose and intent of slowing and reversing the involuntary displacement of long-term residents previously forced to move from N/NE Portland, and current residents at risk of displacement. Through the Pathway 1000 initiative, PCRI aims to build and create at least 1,000 homes in the next 10 years, many of which will be available to purchase. The homes will be located throughout the city of Portland, with the primary focus on the N/NE Portland neighborhoods where displaced families previously resided.

#### POSITION Summary:

Under the direction of the Executive Director, the Finance Director plans, directs, coordinates and manages the non-profits’ financial and tax reporting, cash management, accounts receivable and payable, revenue collection, low-income and affordable housing development project accounting, low-income tax credit reporting, and grants management functions. As a key member of the Executive Team, the Finance Director partners with the Executive Director and Board of Directors to implement policies and strategies impacting the financial strength of the organization. The Finance Director plans, organizes and manages the organization’s fiscal and accounting activities consistent with Generally Accepted Accounting Principles (GAAP) and standard business practices accurately and efficiently. The Finance Director develops and implements sound, financial management procedures, and supervises the organization’s staff of accounting and finance professionals.

The Finance Director is responsible for monitoring the financial performance and ongoing financial health and regulatory compliance of the organization and real estate portfolio. The Finance Director oversees and implements the organization’s fiscal policies and procedures and financial goals.

## **ESSENTIAL FUNCTIONS:**

- Ensure timeliness, accuracy, and usefulness of financial, management and non-profit reporting for federal and state funders and agencies, foundations, and boards of directors; oversee the preparation and communication of monthly budget variance reports, monthly financial reports and annual audited financial statements for the organization.
- Advise the Executive Director in financial planning that reflects the short- and long-range priorities and goals for the organization and individual divisions, and develop overall budget planning and financial management strategies for the organization.
- Participate on the Executive Leadership Team and carry out other duties as required to further the organization's strategic goals and mission.
- Work with the Executive Director on the strategic vision including fostering and cultivating stakeholder relationships on city, state, and national levels, as well as assisting in the development and negotiation of contracts.
- Oversee the Finance / Accounting department. Responsible for selecting, training, coaching, and supervising staff in the department. Evaluates staff performance regularly to ensure that they are growing appropriately and meeting the goals of organization.
- Participate in developing new business, specifically: assist the Executive Director in identifying new funding opportunities, the drafting of prospective programmatic budgets, and determining cost effectiveness of prospective service delivery.
- Under the supervision of the Executive Director, manage annual planning and budgeting for the organization, develop financial forecasts and cash flow projections to ensure availability of funds for the organization's programs, general operations, and long-term stability and growth.
- Oversee cash management for the organization; work with the Executive Director to ensure the organization maintains sufficient liquidity and working capital to meet its operational and real estate development needs. Oversee current and future investments.
- Assist the Director of Housing Development with completing housing projects by providing following: financing information, construction administration, requisitions, projects' sources and uses, and external reporting. This includes payment of general contractor invoices and all required accounting/bookkeeping to maintain accurate records.
- Monitor debt covenants and ensure compliance with lending agreements.
- Ensure maintenance of appropriate internal controls; develop, recommend and implement financial policies and procedures; continuously develop and improve systems.
- Ensure timely completion of annual audits, financial statements, and ensure proper filing of tax returns, including low-income tax credit reporting, as well as timely follow-up on audit findings for the organization.
- Ensure legal and regulatory compliance regarding all financial functions, as well as conformance with requirements of lenders, public and private grantors.
- Acts as liaison and manage relationships with all external parties that are critical to the fiscal management of the organization including auditors, banks and program partners.

**JOB SCOPE:**

The Director of Finance reports directly to the Executive Director. This position is 40 hrs. per week. Occasional evenings or weekend hours required. The Director of Finance will supervise and oversee all finance and accounting related duties including payroll operations, creating budgets for company spending, bank reconciliations and managing cashflows. This position will also work to streamline the workflow for related duties.

**EDUCATION AND/OR EXPERIENCE:**

- Bachelor's degree in accounting or finance, MBA and CPA are highly desirable. A minimum of eight (8) years' progressive experience in Housing Non-Profit organizations highly desirable, in real estate or property management and tax accounting, preferably using the low-income tax credit and/or in the affordable housing and property management field.
- Five (5) years' experience in a supervisor position; strong management, administrative and financial management skills.
- Experience and supervision of accounts payable/receivable, cost allocations, general ledger and financial reporting; hands-on and supervisory experience in maintaining related multiple general ledgers.

**QUALIFICATIONS:**

This position requires:

- Thorough knowledge of accounting, finance, budgeting, internal auditing and cost control principles including Generally Accepted Accounting Principles (GAAP).
- Hands-on knowledge of "YARDI" property management financial system.
- Familiarity with programs utilized to support community development activities such as the Low-Income Housing Tax Credit, HOME, and CDBG.
- Superior verbal, written, analytical and interpersonal communication skills.
- Proficient with Microsoft Office Suite: Word, Excel, Outlook.
- Strong ability to function effectively, meet deadlines in high-pressure situations.

**SUPERVISORY RESPONSIBILITIES:**

Supervise and assist the Finance team on day to day duties. Ensure that all related financial deadlines are met in a timely manner.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

CPA certification is a plus. Must have and maintain a valid driver's license and be able to pass a driving record check as determined by PCRI criteria. Also, must have access to a vehicle and maintain personal automobile insurance which meets PCRI guidelines. Must be willing to attend mandatory classes for licensing and / or continuing education.

**COMPENSATION / BENEFITS:**

Salary is commensurate with qualifications and experience. PCRI provides a generous benefits package that includes 10 days of paid Vacation after the completion of one year of employment that increase over time to 20 paid days. In addition to paid vacation, PCRI's annual benefits package includes 9 days of paid Sick Leave and 3 days of paid Personal Time Off, 11 paid holidays, employer-paid health coverage (medical, dental, vision) that requires a contribution for employee if dependents added to plan, Long Term Disability Insurance, 403(B) employer match contribution of up to 3% of employee's annual salary. Voluntary benefits include: Life Insurance, Short Term Disability insurance, critical and accidental insurance.

**WORK ENVIRONMENT / COMPANY VALUES:**

PCRI is a fast-paced, highly engaged work environment. We strive to communicate effectively and respectfully within the context of varying beliefs, behaviors, orientations, identities and cultural backgrounds. We actively seek opportunities for professional development for our staff and promote a willingness to change for continual improvement.

PCRI is an EEO employer committed to the inclusion of all people in our workplace and programs.

Finance / Accounting office is located on 3rd floor of office building with no elevator.

Undergoing and passing a pre-employment criminal background, drug test and physical exam is required.

**REASONABLE ACCOMMODATIONS:**

To perform this job successfully, an individual must be able perform each essential function and the physical demands satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**APPLICATION PROCESS:**

Interested candidates should submit a resume and a cover letter addressing qualifications for the position, to the attention of Tiana Barnett, Office Manager / HR Assistant. PCRI, 6329 NE Martin Luther King Jr. Blvd, Portland, Oregon, 97211, by email at [jobs@pcrihome.org](mailto:jobs@pcrihome.org), or fax to (503) 943-2844. This position is open until filled. Please note that only those candidates selected for an interview will be contacted.