



Organization:	Project Homeless Connect Washington County
Position:	Finance Associate
Status:	Full Time (40 hours per week)
Reports To:	Executive Director
Compensation:	Starting at \$62,000 annual
Benefits:	80 hours PTO, 40 hours Paid Sick Time, 10 paid holidays, Simple IRA with 3% match. Medical, Dental, Vision (employee only)
Location:	Hillsboro, OR
Position Closes:	Open Until Filled

Project Homeless Connect Washington County (PHC), a nonprofit serving those experiencing homelessness in Washington County, is seeking an individual passionate about serving the vulnerable in our community to join our team. PHC serves the community of Washington County by providing a multifaceted approach towards serving those affected by homelessness. Our vision is to cooperatively develop a high quality, fully integrated system of services and support that responds to the needs of those struggling in our community. Our success depends on knowing everyone as individuals and meeting them where they are at. We know there are many complex reasons someone may be experiencing homelessness. We look to reduce the stress they endure and provide basic needs, and services through a variety of programs. We operate a Day Center, Outreach Team, Temporary Emergency Shelters, and coordinate collaborative One Day Events that provide critical services.

Why Work With us? PHC encompasses our values of Community, Hope, Empowerment, & Compassion in how we serve our guests, and our staff. Our staff are driven by their passion to make a meaningful impact in our community. We strive to foster an environment of inclusiveness, and support staff in their strengths. We value an open, transparent environment and welcome contributions from each staff member. Project Homeless Connect has an organizational commitment to equity and inclusion, and to ensure that programs and staff culture are equitable in both access and outcomes regardless of race, ethnicity, faith, culture, language, disability, gender, gender identity, sexual orientation, or family status. Project Homeless Connect is committed to pursuing effective strategies and devoting dedicated time and resources at every level of the organization to address disparities based on identity and to apply an equity lens to all decisions, programs, and policies.

Position Overview: In this pivotal role, you will collaborate with the contracted bookkeeper to oversee budgeting, financial reporting, forecasting, and cash flow reporting. Your responsibilities will include managing the grant tracking system and ensuring compliance with program teams. Additionally, you will review and implement finance and accounting policies, manage vendor relationships, oversee contract compliance, and optimize reimbursement on grants and contracts by evaluating overhead and cost allocation plans. Your role will also involve tracking restricted funds, as well as overseeing payroll and accounts payable functions.

Primary Responsibilities:

- Financial Strategic Planning
 - Working with the contracted bookkeeper, oversees budgeting, financial reporting, forecasting, and cash flow reporting for current programs and proposed initiatives.
 - Identify and lead resolution of any financial policy or cash flow gaps.
- Grant Management
 - Manage organization grant tracking system.
 - Lead grant financial planning and strategy.
 - Partner with program teams to ensure grant compliance.
 - Manage fiscal monitoring from funders and lead responses and resolutions if needed.
 - Facilitate grant accounting: monitor and track grant codes to ensure revenue and expenses are balanced monthly.
 - Create monthly / quarterly invoices to send to funders.
 - Point of contact for government funders to answer invoice questions.
- General Financial Responsibilities
 - Review, develop and implement finance and accounting policies, procedures, and controls.
 - Work with contracted bookkeeper, manage vendor relationships, and oversee contract management and compliance.
 - Evaluate overhead and cost allocation plans to ensure optimal reimbursement on grants and contracts.
 - Track restricted funds.
 - Monitor payroll, accounts payable and accounts receivable functions.
 - Manage bank accounts and monitor transactions, reconciliations, and company credit cards.
 - Accounts Payable: Provide financial support to Project Homeless Connect by receiving, reviewing, and processing invoices, as well as confirming that invoice requests are in compliance with financial policies and procedures.
 - Accounts Receivable: Provide support by posting payments into accounting system, work with finance and development to reconcile payments, monitor AR aging reports for past due items.
 - Maintain vendor records with current information (i.e. W9, EFT)
 - Manage cooperative accounts with core vendors, streamline processes, collect invoices, and reconcile expenses with program and admin staff.

- Purchase Order execution: create a process to include POs in the accounting system.
- Support program finance tools such as credit card documentation and reconcile company credit card statements.
- Support various reconciliations.
- Support agency and independent audits throughout the year.
- Process payroll for the agency, reconcile payroll expenses.

Minimum Qualifications:

- Associate's degree in accounting or finance management or related field.
- 3+ years of progressive experience with a focus on financial leadership.
- Follow GAAP for financial activities.
- Audit experience required.
- Experience with payroll.
- Intermediate to advanced Excel skill level is required.
- Proficiency with Google Drive.
- Organized and detailed oriented.
- Ability to work effectively with people of varying racial, ethnic, cultural, educational, and socio-economic backgrounds.
- A valid Oregon driver's license and insurance.

Experience Preferred:

- Experience managing automated accounting systems and familiarity with nonprofit accounting systems preferred.
- Understanding of the effects of oppression and discrimination against communities of color, people with disabilities, the LGBTQIA2S+ community, and a recognition of how systemic inequities can lead to people from marginalized groups experiencing homelessness at a disproportionately higher rate.
- Willingness to embrace and actively support the unique culture and values of Project Homeless Connect with a demonstrated commitment to anti-racist practices.
- Receptive to feedback with an interest in both teaching and learning from others; open to modifying systems/processes to be more efficient and accessible to staff.
- A team player with the ability to manage staff by providing coaching and support, delegating, communicating clear expectations, and addressing issues quickly and compassionately.
- Detailed oriented, ability to multitask, meet deadlines, think strategically, and maintain a sense of humor.
- Ability to adapt to different situations daily.

Criminal Background

PHC understands that those in recovery may have backgrounds they are not proud of, and do not represent who they are today. Items that may show up on a background check are not automatic grounds for refusing to hire. Please disclose anything that you would like us to be aware of prior to the background check being completed so we can talk through any situations that may arise. Candidates will be chosen on an individual basis.

To Apply: Please send the following to: kim@phcwc.org

- A chronological resume without a personal photo
- A cover letter that states your background, skills, and abilities to align with this position.

Thank you for exploring an opportunity to be employed with us!

PHC values diversity in its workforce and is an equal opportunity employer. BIPOC candidates are encouraged to apply.

In order to provide equal employment and advancement opportunities to all individuals, employment decisions at PHC will be based on merit, qualifications, and abilities. PHC does not discriminate in employment opportunities or practices on the basis of race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, or any other characteristic protected by applicable law.

PHCWC partners with a wide variety of for-profit and nonprofit organizations, including churches and religious organizations, large and small businesses, and government. Partnerships might include direct engagement, receipt of goods and services, rental spaces, and/or endorsements and advertising.