

EMPLOYMENT OPPORTUNITY



Position Opening: Financial Controller

Agency Information & Position Opportunity: Jasper Mountain a private non-profit agency serving young children who are significantly damaged due to abuse or other trauma. The agency operates a continuum of services from crisis intervention to residential treatment and is accredited by Council on Accreditation. Current operating budget is 6.6 million. The agency has two physical service locations (Jasper Mountain Center and SAFE Center) near the City of Springfield, as well as providing services in community settings. For more information see the agency website: www.jaspermountain.org.

Hours: Full time position

Location: Jasper Mountain 37875 Jasper-Lowell Road Jasper OR 97438

Starting: Position begins Spring 2019

Position Qualifications: A bachelor's (or master's) degree in business or finance and three years of experience in the financial management of an organization preferred.

Duties and Responsibilities:

- Primary responsibility for the receipt and disbursement of all agency funds under the direct supervision of the Executive Director, providing or coordinating all financial accounting, and implementation of system of bookkeeping approved by the agency's auditing accountants.
- Direct supervision of financial office staff responsible for payroll, accounts receivable and accounts payable processes.
- Contracts management.
- Provide input to the Executive Director and Management Team for risk management and organizational issues, recommending modifications as needed to enhance financial processes, efficiency and accountability.
- Prepare all financial reports as requested by Executive Director, Management Team and the Board of Directors including monthly reports to the Board of Directors on financial status, including accounts receivable, income and expense statements.
- Work with investment group on short and long term investments and serve as liaison with the agency's investment brokers.
- Assist in an annual budget process and financial audit.
- Monitor adherence to all financial laws related to non-profits. Prepare or coordinate all required IRS forms, including IRS Form 990, 5500 filings (provided by Third Party Administrator), and other forms and reports as required.

Compensation: Salary on managerial level, with specific wage based on education and years of experience in the field. Benefit package applies, including employer paid health insurance, paid time off.

Application Process: Applications are available through the agency's website: www.jaspermountain.org and in the business office at Jasper Mountain (37875 Jasper-Lowell Road Jasper OR 97438 541.747.1235). Submit completed application with resume to the Jasper Mountain location, attention to Human Resources. Applicants will be contacted if chosen for an interview.

Jasper Mountain is an Equal Opportunity Employer