



About Jackson Street

Jackson Street Youth Services is here to promote safety, stability, and well-being for youth. We work to prevent homelessness by showing a path to long-term success through building positive relationships and teaching skills for self-sufficiency.

With our partners, we are leading local efforts to ensure that youth homelessness is prevented whenever possible, and that unaccompanied youth who do experience homelessness are on a quick path to safe, stable, and permanent housing.

We have many values that make up our culture. This is important to us. We **value integrity, diversity, advocacy, empowerment, excellence, kindness, youth focus, and personal growth.**

Executive Management Team Responsibilities

1. **Organizational Alignment:** Member of Jackson Street Youth Services Executive Management Team. Reports directly to the Executive Director
2. **Financial Decisions:** Provide financial information and analysis to support Jackson Street leadership in making financial decisions that support integrity, stewardship, and sustainability of the mission.
3. **Budgeting:** Develop the annual operating budget, and any grant, project, and program budgets.
 - a. Compares budgeted expenses to actual expenses; makes necessary adjustments to future projections and budgets.
 - b. Work with Exec Dir to develop budgets and reports for foundation and government supporters.
4. **Reporting:** Provide monthly financial reporting and analyses.
 - a. Income statement, balance sheet, cashflow, and budget vs actual
 - b. Grant reporting budget vs actual, billing and accounts receivable
 - c. Financial projections
 - d. Federal 990, Oregon CT 12, Payroll withholding and all other federal and state legal reporting
5. **Compliance and Internal Controls:** Works with senior management to ensure compliance with fiduciary responsibilities. Works with senior management to ensure compliance with federal, state, and local financial regulations.
6. **Regulations:** Keeps abreast of new and current regulations, participating in educational opportunities, reading professional publications, and maintaining

Finance Manager

The Finance Manager will join our leadership team to help drive growth and impact by ensuring Jackson Street's financial policies, processes, and infrastructure are strong to support the organization's strategic direction and goals. This position is instrumental in creating a culture of trust and accountability, transparent communication, and continuous improvement and innovation.

personal networks.

Finance/Accounting/Grant Responsibilities

Oversight and Management

1. Oversee and manage preparation and administration of financial transactions, accrual accounting records, and reporting in compliance with internal financial policies, generally accepted accounting principles (GAAP), applicable governmental regulations, terms and conditions of grants/contracts, and standards for non-profits.
2. Manage the overall accounting and bookkeeping processes of the organization including accounts payable and receivable, banking and payroll, capital assets/depreciation, filing taxes, and daily and month-end accounting procedures. Oversee and/or perform payroll.
3. Supervises bookkeeper position and outsourced/contracted financial activities, assuring that financial functions are completed in a timely, accurate, and transparent manner.

Accounting Transactions and Reporting

4. Prepares financial statements, including income statements, balance sheets, grant budgets, variance reports by fund and for the organization.
5. Ensures cash flow is compatible with operational needs, by overseeing accounting and internal control activities. Reports financial status, analyzes variances, and forecasts revenue and expenses.

Grant Accounting, budgeting, and Reporting

6. Maintain all government and privately funded grants including budget preparation/modifications, requests for grant payments, and budget reporting which is conducted through designated reporting systems.
7. Reports monthly to management tracking foundation and government financial commitments and deadlines.
8. Allocates (tagging) expenses to specific (grant) funds, monthly.
9. Ensure compliance with grant guidance and regulations such as oversight of monitoring, SMFR processing, conducting fiscal monitoring, and providing support for grant audits.

Compliance and Process Improvements

10. Identifies opportunities for improvement, cost reduction and systems improvement. Assess current financial processes, both manual and electronic, to make sure best practices are followed and software packages are meeting agency needs.
11. Interface with CPA firm to
 - a. coordinate annual financial audits.
 - b. assure that internal controls are in place and functioning
12. Timely completion and submission of all federal and state financial and administrative reporting, including quarterly payroll reports and IRS form 990.

Job Skill Requirements

- Bachelor's degree in accounting / finance or related field required.
- Non-profit financial or accounting experience 5 years or more
- Experience administering federally funded grants.
- Proficiency in QuickBooks
- Solid knowledge of financial analysis and forecasting including contract and grant compliance, revenue cycle, month-end close cash flow and audit
- Exceptional written and oral communication skills

Job Skills highly desirable

- Prior supervisory experience
- CPA license
- MIP Fund Accounting software experience

Personal Abilities, attributes and experiences:

- Demonstrated passion for the mission, vision, and values of Jackson Street
- Commitment to diversity, equity, and inclusion
- Excellent interpersonal and networking skills
- Strong analytical, organizational, and leadership skills
- Demonstrated ability to work independently but able to thrive in our highly collaborative work environment.
- Demonstrated ability to be creative and flexible in the face of ambiguity and challenge.
- Proven history of taking ownership and driving financial activities to completion

Pay & Benefits

Salary is \$66,000 - \$80,000 per year depending on qualifications and experience.

We offer paid time off, paid holidays, medical insurance (for those working 20+ hours/week) with substantial employer subsidy, voluntary vision and dental plans, enrollment in Oregon Saves retirement plan, Employee Assistance Program (EAP), and discounted Verizon Wireless personal phone service. We are planning to add a full retirement benefit later this year.

1. Oregon Saves : A workplace retirement savings program where a percentage of your gross pay is deposited into a Roth IRA on your behalf, administered by the state.

2. Health Insurance: Medical, Dental, & Vision

- Jackson Street covers the full monthly premium for Dental and the base-level plan for Medical insurance (\$6,000 deductible) for the employee-only
- Vision insurance is also available, entirely at the employee's expense
- Spouses, domestic partners, and children can be added to plans, with the additional cost paid by the employee

3. Employee Assistance Program

- 24-hour Crisis Help: toll-free access for you or a family member experiencing a crisis
- In-person Counseling: up to face-to-face counseling sessions for relationship and family issues, stress, anxiety, and other common challenges

- Other services: Legal services and forms, financial advice (debt, budgeting, home-buying, etc.), mediation

4. National Purchasing Partners (NPP)

- Additional benefits, including discount on personal Verizon Wireless phone service discount.

To Apply:

If you are interested in this opportunity, please find the instructions for submitting your application online at: <http://jacksonstreet.org/>

Jackson Street is an equal opportunity employer. We recruit and hire without regard to race, color, equal pay, national origin, religion, gender, gender identity, sexual orientation, disability, genetic information, marital status, veteran status or ag