SUMMARY:
Do you seek an environment that encourages everyone to grow to their fullest potential? Are you passionate about building a more just society by empowering Latinas to lead? We are seeking a dynamic Director of Finance with a proven track record of success to manage and direct all aspects of our finances. Join the Adelante Mujeres family and become part of a growing organization providing award-winning programming and holistic services to more than 9,000 individuals annually in Oregon. Adelante Mujeres means "women rise up" and the women and girls in our program are doing just that. With your help, we can build the next generation of Latinx leaders. Located in Forest Grove, Oregon and founded in 2002, Adelante Mujeres is known for innovative responses to community concerns.

ESSENTIAL RESPONSIBILITIES:
The Director of Finance oversees all financial aspects of the organization and drives financial strategy and planning in collaboration with the Executive Director and the Board. As a member of the senior executive team the Director is responsible for Adelante Mujeres’ financial health through the development of short and long-range financial plans, budgets and broader cash-flow operational policies. The Director of Finance assures the delivery of excellent, integrated, culturally responsive financial services with measurable results.

- Guide development and implementation of financial systems that achieve sustainable growth, efficiency, and stability for the Organization
- Lead Finance Team, including supervision of accounting staff, providing strategic direction and evaluation
- Direct day-to-day accounting operations including oversight of accounts payable and receivable, payroll, accounting data recording and reporting
- Assess risks and investments and monitor expenditures
- Support Development Team by managing government, foundation and partner contracts and providing financial reports and information required for communications and requests, including grant applications, grant reports, site visits and other queries
- Develop and manage monthly financial systems to ensure accurate, relevant, and timely reporting of all financial data
- Responsible for annual budgeting process
- Support and manage IT vendor contract and lead implementation of new IT processes
- Serve as primary liaison to Board of Directors’ Finance Committee, working closely with the committee to strengthen Adelante’s financial systems
• Collaborate with the Board of Directors and staff to set and implement the Organization’s strategic financial direction
• Coach the management team on financial procedures and laws; encourage a participatory work environment where mission-focus, trust and teamwork are highly valued

Qualifications and Experience
We recognize that there are multiple expressions of professional readiness. When we review applications, we take a comprehensive look at each applicant. Our goal is to assess your unique strengths. The ideal candidate has many of the following skills and experience:

• A passionate commitment to the goals and mission of Adelante Mujeres and support for immigrant and BIPOC communities
• Minimum five years’ experience managing or auditing financial operations for nonprofit or business including payroll and benefits administration, financial and tax reporting, and compliance and internal controls
• Bachelor’s degree in business or finance, CPA preferred, or equivalent combined education and experience
• Demonstrated ability to provide strategic and operations planning and execution
• Excellent interpersonal, oral, and written skills to interact effectively with staff, board members and external contacts
• Supervisory and management experience of direct and/or contract staff
• Experience with Quickbooks or other similar financial software suite and proficiency in Microsoft Office Suite
• Deadline oriented, flexible in responding to changing priorities and competing needs, sound judgment, and ability to handle crises and confidential information effectively
• Recognizes, understands, and respects the needs of low-income communities of color
• Bilingual English/Spanish
• Passionate about education, social justice, women’s empowerment and the environment

Additional Requirements:
• Complete Criminal Background Check
• Possess current driver’s license and auto insurance coverage
• Ability to travel out of town to attend workshops or trainings

SALARY & BENEFITS:
• Salary range: $72,000 - $82,000 depending on qualifications
• Full-time
• Benefits: health, dental, long-term disability and life insurance - all 100% employer paid; professional development opportunities; paid holidays (11.5 days annually); sick days (up to 12 days annually); paid family leave; and vacation (20 days years one through five, 25 days after five years)
• Opportunity for broad and impactful work with a visionary, growing organization

REPORTS TO: Executive Director

TO APPLY: Please submit the following material electronically (PDF preferred) to hr@adelantemujeres.org (no phone calls, please)
• A one-page cover letter clearly outlining your qualifications, experience and interest in the position and Adelante Mujeres
• A resume detailing relevant experience, qualifications, work history, education and accomplishments
• Three professional references may be requested later in the hiring process

Thank you for your interest in employment at Adelante Mujeres. Candidates with experience working in diverse communities are highly encouraged to apply. We will be contacting the applicants that meet our Required Qualifications and whose applications indicate a strong combination of relevant experience and desired qualifications and skills.

Closing date: Open until filled   Anticipated start date: December 1, 2020

EQUAL OPPORTUNITY EMPLOYER

Adelante Mujeres is an equal opportunity employer and does not discriminate on the basis of sex, race, color, religion, sexual orientation, national origin, cultural heritage, ancestry, political belief, age, marital status, pregnancy, perceived pregnancy, childbirth, breastfeeding, or any related medical condition, physical or mental disability or veteran status in accordance with applicable federal and state laws. Adelante Mujeres is compliant with the American with Disabilities Act and we are committed to making special accommodations for your interview or work as a member of our team. If specific accommodations are needed, please notify hr@adelantemujeres.org and we will work to accommodate your needs.