



JOB TITLE: Finance Director

DEPARTMENT: Finance

REPORTS TO: CEO

SALARY: \$75,000 - \$80,000 (Full-time/Exempt) includes full benefits upon completion of probationary period.

Position Summary

The Boys & Girls Clubs of the Greater Santiam (BGCGS) is seeking a mission-driven and hands-on Finance Director to lead the organization's financial operations and support long-term sustainability. This role ensures strong financial stewardship while serving as a trusted partner to the CEO, leadership team, and Board of Directors.

The Finance Director will manage day-to-day accounting functions and provide clear, strategic financial insight. The ideal candidate understands the importance of responsible resource management in a nonprofit environment and is committed to strengthening organizational impact through sound financial leadership.

Key Responsibilities

Financial Leadership & Partnership

- Serve as a key advisor to the CEO on financial strategy, planning, and organizational sustainability
- Support the Board of Directors and Finance Committee with clear, timely, and meaningful financial reporting
- Translate financial data into actionable insights to support organizational decision-making
- Strong financial leadership skills with the ability to strategically organize, monitor, and adapt monthly budgets while implementing innovative cost-management solutions during lean revenue periods

Accounting & Financial Operations

- Oversee full-cycle accounting, including accounts receivable/payable, general ledger, and monthly close
- Ensure accurate and timely financial records using QuickBooks
- Manage billing, invoicing, and cash flow processes
- Maintain efficient and effective day-to-day financial operations, including oversight of accounting workflows, data entry, transaction processing, system utilization, and internal procedures to ensure accuracy, timeliness, compliance, and continuous process improvement

Financial Reporting & Analysis

- Prepare monthly, quarterly, and annual financial statements
- Monitor and report financial performance and analyze trends and variances
- Develop reports tailored to leadership and board-level audiences

Budgeting & Forecasting

- Lead the annual budgeting process in partnership with program and organizational leaders
- Maintain ongoing financial forecasting
- Monitor and report budget-to-actual performance and provide proactive recommendations

Grant & Fund Management

- Oversee tracking and reporting of grants and restricted funds
- Ensure compliance with grant requirements and fund accounting standards
- Support program staff in managing and understanding funding guidelines

Compliance & Audit

- Ensure compliance with GAAP and all applicable regulations
 - Lead audit preparation and serve as primary liaison with external auditors
 - Maintain and strengthen internal controls and financial policies
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Qualifications

- Bachelor's degree in accounting, Finance, or related field preferred
 - Minimum of 3 years of progressive experience in finance or accounting preferred
 - Experience in nonprofit, grant-funded, or multi-revenue environments strongly preferred
 - Strong knowledge of full-cycle accounting and financial reporting
 - Proficiency with QuickBooks or similar accounting systems
 - Advanced Excel skills and strong financial analysis capability
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Core Competencies

- Strategic thinking with the ability to execute at a detailed level
- Strong attention to detail and commitment to accuracy
- Clear and effective communication, especially with non-financial audiences
- High level of integrity, accountability, and professionalism
- Ability to manage multiple priorities in a fast-paced, mission-driven environment

"Our organization is an equal opportunity employer and makes employment decisions without regard to any protected status under applicable federal, state, or local law."