



Home Life Inc. • PO Box 86 • Corvallis, OR 97339

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Home Life Position Description

Financial Director Full Time, Salaried Exempt

Home Life is a non-profit organization in Corvallis, Oregon, that assists people with developmental disabilities to enjoy active, productive, and independent lives. Home Life believes that people with disabilities should be treated with dignity and respect and should be involved in decision making that affects their lives.

Position Description:

Home Life employs one Financial Director (FD), who works directly under the supervision of the Executive Director. The Financial Director is part of the Home Life administrative team.

The Financial Director is a full time, salaried exempt position in Home Life's main office. Starting Salary range is \$40,456 – 42,536 per year DOE. Payroll is done bi-weekly. Working hours are generally 8:30am-5pm or 9am-6pm, but the FD's hours must be flexible to include occasional Board meetings and/or specific Board Committee meetings. There are occasional times when the FD may be asked to fill in for office duties as needed or attend a company wide weekend event as needed.

The FD will meet the following requirements for employment with Home Life.

Specific Qualifications:

- An application submitted with complete and accurate information. Bachelor's degree preferred.
- Four years of related financial management experience.
- Three positive personal and professional references from within the past five years.
- An approved criminal history clearance from the State DD office.
- Demonstrated effectiveness in being part of a team, team building, and conflict resolution/mediation.
- Strong leadership, interpersonal and communication skills.
- Organizational skills that include managing time and workload efficiently and effectively.
- Ability to write clear, concise reports, and to speak effectively.
- Motivation to grow, learn and expand in the services of Home Life.
- Computer experience that includes Microsoft Office 2010, Outlook, Word, and Excel.
- Meets eligibility of form I-9 as required by the federal government.

Job Duties (to be completed personally or through supervision):

Accounts Payable

- Receive and enter vendor invoices into the financial program.
- Review all invoices entered by the Administrative Assistant.

- Allocate Petty Cash and Activities funds to the programs. Monitor expenditures, verify expenses with receipts, and enter into the financial program.
- Verify grocery accounts and food stamp expenditures with receipts.
- Allocate and code expenditures, utilizing the current budget, to appropriate programs and expense line items.
- Receive billing statements from vendors and bank VISA cards, and verify expenditures with receipts of purchases from all staff.
- Complete check runs on the 6th, 16th, and 26th of each month, ensuring no late fees are accrued.
- File completed payments.
- Ensure independent contractors have filed a W-9 form with HOME LIFE.
- Prepare and distribute 1099s annually.
- At the end of the fiscal year, archive appropriate financial documents.

Accounts Receivable

- Review all payments that come to the office, balancing payments with billing invoices, and ensuring correct coding on donations and other miscellaneous income.
- Review bank deposit ledgers generated by the Administrative Assistant (AA), and prepare deposits when needed.
- Ensure timely and accurate billing in the online State system (eXPRS), generate related invoices, and reconcile payments with electronic deposits.
- Generate monthly invoices for clients, renters and other services provided by Home Life.
- Monitor bank accounts for direct deposits, and enter into the financial program.
- Track all restricted donations, ensuring appropriate and accurate expenditures.

Payroll (currently done through an outsourced program on a biweekly basis)

- Verify new hire entries made by the Human Resources Director.
- Communicate payroll deadlines to managers.
- Monitor employee changes in the system.
- Complete garnishment paperwork, enter garnishments into the system, and monitor goal amounts.
- Review all timesheets after managers have submitted approvals. Investigate discrepancies, and make changes as needed.
- Track and enter all payroll modifications (including retro pays, referral awards, anniversary awards and Paid Time Off donations).
- Verify data, review reports and submit all payroll data in a timely manner.
- Close and open pay periods.
- Generate General Ledger entries, and upload them into the financial system.
- Ensure checks and vouchers are distributed properly.
- Write and record final pay checks for terming employees.
- Research and answer employee payroll questions.
- Generate any necessary payroll-related reports, including wage verifications.
- Disseminate W-2's at year end.

Financial Statements

- Enter all necessary journal entries for expenses and allocations of funds, and ensure timely month-end close. Prepare monthly HOME LIFE financial statements, review for accuracy, and disseminate to the Finance Committee.

Finance Committee

- Serve on the Finance Committee with members from the administration and Board of Directors, and ensure that actions taken by Home Life are fiscally responsible.
- Develop proposals regarding large expenditures, to be submitted to the Board for discussion, and to be voted on for approval.

Budget

- Prepare the annual budget with input from the Executive Director for presentation to the Finance Committee and Board, and enter the approved budget into the financial program.
- Monitor budget, and advise cost control over all projects.

Annual Financial Audit

- Work closely with independently contracted auditors to ensure Home Life is in compliance with State fiscal policies.
- Enter year-end journal entries in the financial program.
- Retrieve all necessary documents for the auditors to fulfill audit.

Miscellaneous

- Transfer funds monthly to program debit accounts.
- Verify accuracy of bank statement reconciliations.
- Generate and distribute requested reports to Home Life personnel, government agencies and other parties.
- Generate invoices for grant funded positions as needed.
- Report Direct Care Staffing hours and wages to the Oregon Department of Human Services monthly.

Financial Director Date

Executive Director Date