



## FINANCE MANAGER JOB POSTING

MetroEast Community Media has an immediate opening for a full-time Finance Manager to join our team. As our Finance Manager, you would be responsible for all our accounting needs such as payroll, accounts payable, and accounts receivable, as well as working with Leadership on budgeting, business planning, grants management, and other aspects of financial management. Key parts of your job include the preparation of financial statements and other reports, managing employee benefits, and presenting financial information to the Board of Directors.

**About:** MetroEast is a nonprofit community media hub based in Gresham, Oregon. We educate the public on how to leverage media & technology to create meaningful content relevant to our times. Our creative and passionate staff invest time and energy working to close the digital divide as well as supporting local schools, government, and nonprofits through media education and services. Learn more about us at [www.metroeast.org](http://www.metroeast.org).

**Hours:** 40 hours per week, may include some evenings or weekends

**Classification:** Full-time, Exempt

**Compensation:** \$62,000 along with an excellent benefits package that includes paid vacation, sick time, holidays, medical, dental, life insurance, STD, LTD, 401(k) matching, FSA and more!

### PRIMARY RESPONSIBILITIES

#### Financial Management and Business Planning:

- Oversee accounting system, prepare monthly and annual financial statements, analyze and present financial information to the CEO, Leadership team, and Board of Directors/Finance Committee.
- Maintain up-to-date accounting practices and financial procedures manual; continually update and implement all necessary business policies and practices.
- Prepare financial reports and resolutions for Finance Committee action; attend Finance Committee and Board Meetings. Present reports and audits.

- Coordinate and lead the annual audit process; liaise with external auditors and the Finance Committee of the Board of Directors.
- Facilitate and lead the annual budgeting and planning process in conjunction with the CEO; administer and review financial plans and budgets; monitor progress and changes; and keep the Leadership team abreast of the organization's financial status through close coordination.
- With the CEO and Leadership team, assess opportunities for fee-for-service revenue and other new business opportunities.
- Manage organizational cash flow and forecasting. Liaise with Mt. Hood Cable Regulatory Commission (MHCRC) on financial reporting.
- Ensure adherence to bylaws, board approved financial policies, and applicable laws and regulations.
- Ensure the timely completion and filing of quarterly and annual reports including CT-12 and 990.

#### **Payroll and Benefits Administration**

- Responsible for running payroll regularly and accurately
- Manage payroll and employee benefits including a 401-K pension plan (with external contractors) coordinating regularly with the Director of People and Culture regarding changes in regulations and benefits.

#### **Operations and Grant Management:**

- Grant accounting, reporting and budgeting – track grant funds & budget accordingly
- Ensure accurate and timely annual operations and capital spending reports in compliance with MetroEast's Agreement with the MHCRC.
- Ensure all capital purchases are in compliance with the Capital Grant Agreement.
- Manage fixed asset schedule and monthly depreciation.
- Responsible for revenue recognition calculations and entries

#### **Other Responsibilities**

- Actively participate in team meetings and discussions, participate in DEI trainings
- Other duties as assigned by the supervisor

#### **Supervisory Responsibilities**

- Finance Assistant (temp)/interns
- Grants Manager

### **Knowledge, Skills & Abilities:**

- Ability to translate financial concepts to, and to effectively collaborate with, colleagues who do not have finance backgrounds.
- of accounting and reporting software (Quickbooks, Expensify preferred).
- Analysis and problem-solving skills.
- Interpersonal communication skills; able to work as part of a team.
- Advanced accounting skills
- Able to prioritize, manage multiple projects, and meet deadlines.
- Personal qualities of integrity, sense of humor, passion, and dedication to MetroEast's mission. Commitment to DEI values and supporting our entire community.
- The ability to Interact with team members, customers and business partners in a professional and cooperative manner
- Able to prioritize, manage multiple projects, and meet deadlines
- Proficient in MS Office and Google Suite applications

**Please note:** Successful completion of a criminal background check is required as a condition of employment for this position.

### **Education & Work Experience:**

- Seven years of financial and administrative experience; nonprofit experience preferred OR a Bachelor's degree in Accounting or Finance and 3+ years managing finances for an organization or nonprofit.

### **Working Conditions/Physical Demands:**

Work is usually performed in an indoor office environment with long periods at a desk. Employees may work under the stress of continual public and/or inter-departmental contact and pressure to meet deadlines. Current COVID 19 conditions require working at home and the employee must have access to a high-speed internet connection. This role has a flexible work schedule and may be required to work evenings and weekends. Must occasionally lift and/or move up to 25 pounds. Position may require the ability to travel for work activities.

The employee must be able to perform the essential functions of the position satisfactorily and that, if requested, reasonable accommodations may be made to enable employees with disabilities to perform the essential functions of their job, absent undue hardship.

**Interested candidates should submit a resume and cover letter to the Director of People & Culture at [jobs@metroeast.org](mailto:jobs@metroeast.org). Please list “Finance Manager” in the subject line of your email.**

MetroEast works hard to enable creators of all kinds to succeed and, to that end, we prioritize attracting diverse talent and cultivating an inclusive environment that encourages collaboration and creativity. Successful candidates will commit to an equitable and inclusive workplace, including but not limited to: racial equity, accessibility for individuals with disabilities, use of gender inclusive language and cultural sensitivity.

MetroEast Community Media is an equal opportunity employer. We recruit, employ, train, compensate and promote regardless of race, religion, color, national origin, sex, disability, age, veteran status, and other protected status as required by applicable law. At MetroEast, we aspire to be that place where you can be your best self, share your passion, talents and skills, and help us realize our mission to invigorate civic engagement, inspire diverse voices, and strengthen community life. We are committed to diversity, equity, and inclusion as the foundation of all we do.