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**JOB DESCRIPTION: Finance Director**

**Duration:** Permanent, Full-time, Exempt

**Reports To:** CPAH's Executive Director

**Salary Range:** \$75,000-\$90,000, based on experience

**Benefits:** Medical, Vision & Dental Insurance  
Employer Funded 403(b) Pension  
Vacation, Holidays, Personal, Bereavement and Sick Leave,  
Employer Assistance Program and Short and Long-Term Disability and Life Insurance

**Organizational Information**

Community Partners for Affordable Housing (CPAH) was founded in 1993 by faith-based organizations in the Tigard and Tualatin area to address the need of people experiencing housing instability and homelessness. Today CPAH is a community housing development organization that provides affordable housing and resident services in Washington County (primarily Tigard and Beaverton) and Southwest Portland. CPAH is known for creative, sustainable and beautiful development. CPAH provides resident services, including youth services, services for seniors aging in place, partnerships with agencies that support our most vulnerable residents, and eviction prevention and housing stabilization. CPAH is part of the housing advocacy community in Washington and Multnomah counties and works to educate our community on the need for housing affordability as a key component of a resilient community. Also CPAH is absolutely committed to managing our assets as the precious resources that they are for the long term.

CPAH is a growing organization with 466 units across 10 multifamily projects and six single family homes. Three new projects are in the pipeline and additional projects are being explored. In addition to developing and maintaining affordable housing, CPAH also has a robust resident services program, and advocates for positive change and investment in local and regional affordable housing policy.

At CPAH, we understand that housing is a human right. We believe housing discrimination and a lack of access to affordable housing disproportionately hurts the most marginalized people in society, including BIPOC, LGBTQ+, and people with disabilities. We believe these communities must be centered in the work that we do, and we therefore strongly encourage applications from people with these identities or who are members of other marginalized communities.

**CPAH is an equal opportunity employer striving to create a diverse workforce and an inclusive culture.**

*CPAH does not discriminate against any person on the basis of age, race, color, religion, sex, sexual orientation or gender identity, disability (physical, mental or developmental), familial or marital status, or national origin, in admission or access to, or treatment of, residents, employees or volunteers in any of its projects or programs.*



**Position Summary:** The Finance Director is responsible for managing the financial operations, accounting activities, and business operations for the organization, including multi-family real estate. This is a key leadership position in the agency and this person will participate in the development and implementation of strategic goals, particularly as they relate to the financial resources of the organization.

### **Primary Tasks and Responsibilities**

- Manage all financial operations of CPAH and related entities, including preparation of financial statements, cash management, banking, and payroll.
- Work with Executive Director to develop and maintain the annual budget and longer-range financial projections.
- Support Housing Development Director with accounting and finance needs relative to financing applications and construction projects.
- Support Asset Management staff with financial reporting, insurance, risk management.
- Review and/or prepare all required financial reports for investors, grantors and other stakeholders including government and private funding agencies, ensuring compliance with funding requirements and consistency with nonprofit accounting standards.
- Supervise accounting support staff – ability to handle day to day accounting in the absence of accounting staff.
- Supervise/coordinate the preparation of annual audits and tax filings for CPAH and related entities with external audit firms and accountants.
- Manage human resources including personnel policies and procedures, personnel records, and benefits administration
- Attend monthly finance committee meetings and attend board meetings as needed.
- Oversee information systems including filing and record retention.
- Implement any new county required data system for the Homeless Management Information System required with providing any homeless services.
- Assist with creation of funding applications, particularly with respect to proposed budgets.
- Maintain and review accounting and finance policies and procedures, and internal controls to reduce risk and optimize use of resources while ensuring legal compliance and oversight.

### **Education and/or Experience**

- Degree in Accounting, Finance or Business, or equivalent work experience to ensure mastery of accounting, finance, and business concepts. CPA license preferred.
- Minimum 3-5 years of responsible management experience with specific accountability for cash management, budgeting, and accounting functions.
- Knowledge of nonprofit and real estate finance strongly preferred.
- Knowledge of U.S. Generally Accepted Accounting Principles, OMB, federal, state, local laws, standards and regulations, especially as they relate to non-profit accounting.
- Ability to create and assess financial statements and budget documents.
- Ability to work independently with minimal supervision.
- Ability to manage multiple complex, multi-faceted projects .
- Ability to prioritize numerous projects, reporting deadlines and staff activities.
- Proficiency in word processing, spreadsheets, database and other office programs.
- Familiarity with Quick Books Accounting software preferred.
- Familiarity with Low Income Housing Tax Credit requirements preferred.
- Passion for CPAH's mission and impact.

- A commitment to racial equity and social justice.
- Superior verbal, written and interpersonal communication skills.

**Unique Job Conditions:**

Requires some participation in evening and weekend meetings and events.

CPAH Oregon is in a growth mode, and the position requires quick thinking, juggling multiple priorities simultaneously, and an ability to stay level headed under stressful conditions. A sense of humor is helpful.

The duties of the job are primarily performed in an office environment (currently we are generally working at home due to COVID). There is some exposure to noise in the work environment, which is usually mild to moderate.

**To Apply:**

Please review the job description to ensure your skills and experience are a good match for the position. To apply, submit a resume and cover letter via email to [jobs@cpahoregon.org](mailto:jobs@cpahoregon.org)

In your cover letter, please describe your interest in this position, your perspective on affordable housing, and how your background makes you the ideal candidate. Also, include any experience you may have had serving historically underserved populations and communities of color.

This position will be open until filled.

For more information on CPAH, please visit our website at [www.cpahoregon.org](http://www.cpahoregon.org).

**Community Partners for Affordable Housing is a non-profit community-based housing development organization.**