



Job Title:	Finance and Administrative Director
Duration:	Permanent, Full-time, Exempt
Reports To:	Executive Director
Compensation:	\$75,000-\$90,000 + competitive benefits
Benefits:	Fully funded medical, vision & dental insurance Employer Funded 403(b) Pension Vacation, Personal, Bereavement and Sick Leave Employer Assistance Program Disability and Life Insurance

About CPAH

Join us at Community Partners for Affordable Housing (CPAH) and be part of a team dedicated to supporting our growing organization, currently serving over 450 households in Washington County and SW Portland. Our Finance and Administrative Director will support CPAH's ability to develop and maintain high-quality affordable housing while providing a range of resident services for youth, seniors aging in place, people exiting homelessness, working families, and some of most vulnerable neighbors. CPAH is dedicated not only to ensuring equitable access to housing, but also to building a team that reflects the diversity of our residents and represents a variety of backgrounds, perspectives, and skills. The more inclusive we are, the better our work will be.

Position Overview

Finance and Administrative Director is a new position at CPAH. Taking over from a part-time CPA contractor, you'll assume responsibility for all internal and external accounting, including responsibility for multiple related entities. You will use your accounting and finance expertise, and collaboration skills, to improve processes and implement organizational strategy. In this position, you will supervise a staff person and work closely with the executive director and across all teams, as well as with partners, to advance CPAH's mission.

Primary Responsibilities

- Manage accounting and reporting for multiple related entities
- Work with the Executive Director and collaborate across teams to develop and maintain the annual budget and long-range financial projections
- 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 and appropriate industry accounting standards
- Prepare construction draws and assist with financing applications for housing development
- Oversee external accounting partners in preparation of monthly and quarterly reporting
- Influence CPAH's culture and initiatives to increase equity
- Supervise and mentor accounting staff to innovate and develop new skills; assume staff's duties during vacations, etc.
- Continually update policies and procedures to reduce risk, optimize resources, and comply with regulations
- Initiate or support special projects to sustain organizational growth and cross-functional relationships
- Lead monthly finance committee meetings, and attend board meetings as needed
- Oversee information systems, including filing, record retention, and some data management for services
- Assist with creation of funding applications, particularly with respect to proposed budgets
- Other duties and responsibilities as determined by the executive director or industry standards

Qualifications

To be successful as our Finance Director, you will need to meet the minimum qualifications and commit to building an inclusive work environment.

Minimum Qualifications

- Knowledge of U.S. GAAP; OMB, federal, state, and local laws, standards and regulations, especially as they relate to tax credit and other low-income housing and non-profit accounting
- Bachelor's or Master's in Accounting, Finance, or Business and 3+ years of experience in cash management, budgeting, and accounting functions - **or** - two-year accounting degree or equivalent and 7+ years of experience in accounting functions, cash management, and budgeting
- Demonstrated ability to manage multiple, complex, multi-faceted projects
- Ability to create and read financial statements and budget documents
- Ability to read complex contracts and financing statements and reports
- Expertise with QuickBooks or other accounting software
- Advanced Excel skills
- Demonstrated passion for CPAH's mission

Preferred Qualifications (Stand-out qualifications, but not required to succeed)

- CPA (Certified Public Accountant) license, current or former
- Familiarity with Low Income Housing Tax Credit rules and processes
- Experience leading diverse teams
- Real estate finance and accounting experience

Unique Job Conditions

Requires some (<10%) participation in evening and weekend meetings and events. We offer a flexible work environment, which will include the opportunity to work from home part-time. The duties of the job are primarily performed in an office environment. Currently, we are generally working at home due to COVID.

To Apply

Email jobs@cpahoregon.org to apply or to request more information or assistance with your application.

To be considered for this role, we require a cover letter and resume. Great cover letters describe your interest and qualifications for this position, your commitment to diversity, equity, and inclusion, and your perspective on affordable housing in our community.

For more information on CPAH, please visit our website at cpahoregon.org.

This position will be open until filled.