

**DOGS FOR BETTER LIVES  
JOB DESCRIPTION**



**Job Title:** Finance Director

**Job Status:** Full-Time, Exempt

**Reports to:** President & CEO

**Location:** Central Point, Oregon

**Company Overview:**

Recognized nationally as a premier nonprofit organization, Dogs for Better Lives' mission is to professionally train dogs to help people and enhance lives while maintaining a lifelong commitment to all dogs rescued or bred and all people served. Dogs for better Lives trains and places Assistance Dogs with clients throughout the United States and is supported by a nationwide donor base.

With more than 30 employees on site in Southern Oregon, Dogs for Better Lives and its staff enjoy nearly 200 days of sunshine annually in Central Point, making it a destination for outdoor enthusiasts of all kinds. Located in the Rogue Valley, employees enjoy close proximity to Medford International Airport, accessibility to major hospitals, hiking trails, golf courses, and ski areas with full availability of all amenities of a big city without the congestion.

**Job Summary:**

The Finance Director is a member of the senior management team and is recognized as the fiduciary expert, providing strategic leadership and operational oversight of the finance, accounting, and payroll administration functions. This includes preparing reports and analyses, working closely with staff across the organization as well as the Board of Directors and the Finance Committee of the Board. This position requires a highly motivated and skilled professional who is passionate about Dogs for Better Lives' mission and possesses skills and experience working both as a leader and in a hands-on capacity. The Finance Director supervises a staff of 3 to 4 employees.

**Essential Duties and Responsibilities:**

- By working collaboratively with the senior management team, develop a comprehensive organizational budget that is financially realistic, consists of multiple sources of support and revenue, and properly estimates known and unforeseen expenses.
- Identify, classify, and record funds from all income sources according to GAAP and generally accepted principles of non-profit accounting.
- Implement cost controls of operation and capital expenditures.
- Develop and maintain policies and procedures that support efficient processes throughout the organization while maintaining flexibility to accommodate anomalies and adaptability to organizational change.
- Manage and ensure completion of annual audit and timely filing of the IRS 990.
- Manage and ensure completion of statutory compliance filings and other pertinent filings.
- Develop and provide monthly, quarterly, and annual financial reports, reporting on key measures of financial status with analysis and recommendations for action.
- Assist in negotiations and review all contracts for the organization including service and maintenance agreements, leases, software licenses, municipal contracts, insurance, etc.

- Accurately record and account for all physical assets at the facility.
- Manage cash flow and forecasting.
- Manage relationships with independent auditor, banking institutions, and financial management entities.
- Hire, coach, develop, challenge, and manage the performance of staff members within Finance Department in alignment with Dogs for Better Lives' employee policies and procedures.
- Provide exceptional customer services to key stakeholders inside and outside the organization.
- Perform other duties as required by the organization and President & CEO.

**Essential Qualifications:**

- Master's degree in Finance, Accounting, Business Administration, Non-Profit Management, or related field required.
- Bachelor's degree with work experience equivalent to a Master's Degree will be considered.
- A minimum ten (10) years of experience in finance and a minimum of five (5) years in non-profit accounting including: General Ledger, Cash Management, Accounts Payable, Job Costing, temporary restricted accounts, investment accounts, event tracking, and payroll and benefits administration.
- A minimum of five (5) years of supervisory experience.
- Solid knowledge of GAAP, accrual accounting, audit preparation, fixed asset accounting, budget preparation, and current accounting practices.
- Strong computer skills including: Microsoft Office Suite, modular accounting systems, Point of Sale systems and other applicable software applications.
- Experience with managing revenues in excess of \$2 million.
- Pass criminal background, credit, and DMV checks.
- Valid Driver's License.
- Must be able to lift up to 25 pounds, sit for extended periods of time, climb stairs, and operate office equipment and computers with ease.

**Essential Requirements:**

- Highly motivated and accomplished professional with proven analytical and project management skills.
- Exceptional discretion, judgment, integrity and ability to maintain confidentiality.
- Apply ethical standards of behavior to daily work activities; foster and maintain an ethical environment throughout the organization.
- Extraordinary attention to detail and commitment to accuracy.
- Ability to organize, prioritize, set goals, delegate work and provide feedback to others.
- Able to multitask; quickly and accurately shifting attention among tasks under distracting conditions without loss of accuracy or appearance of frustration.
- Open to changing situations and opportunities; willing to consider diversity of opinion. Collaborative and solution oriented.
- Possesses competencies in accounting, budget, and payroll technical knowledge.
- Enjoys building and maintaining relationships with staff.
- Successfully able to lead self and others through a process and adhere to timelines.
- Shares in the passion of Dogs for Better Lives' mission.
- Highly skilled in interpersonal and written communication.
- Flexibility to occasionally work evenings, early mornings or weekends as needed.
- Values continuous learning and seeks ongoing training and development.

***Note: This is a job description, not an employment contract. This job description does not state or imply these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related duties required by management.***

*Dogs for Better Lives is an equal opportunity employer.*