



	Finance and Contracts Manager
Reports To	Executive Director
Location	Remote Position, Must be located on Oregon Coast or adjacent region
Status	Full-Time, Spring Start Date Negotiable
Salary	(\$76,000-81,000 DOE) + 6% Employer Contribution to Retirement Plan + Health Care Benefits.

Position Summary:

The Finance and Contract Manager is a strategic thought-partner and hands-on participative leader responsible for the financial administration and business management of the Oregon Coast Visitors Association (OCVA). This position is responsible for the accounting, financial reporting, budgeting, tax compliance, investments, insurance, operations management, and audit functions of the organization. The position ensures that there are effective financial and accounting system controls and standards in place. This position is also responsible for managing contracts and grants, both incoming and outgoing, of the Oregon Coast Visitors Association.

The Finance and Contract Manager is a member of the leadership team and plays a critical role in strategic decision making and operations as OCVA continues to develop the Oregon Coast as a premier destination. This position works closely with the Executive Director to support the fiduciary and organizational compliance responsibilities of the Board of Directors.

Responsibilities

Financial Leadership and Oversight - Responsible for all systems and procedures for the collection of revenue, payment of bills and purchasing to ensure the integrity of financial information including:

- Oversee and lead annual budgeting and planning process in conjunction with the ED; monitor progress and keep board apprised of the organization's financial status.
- Manage organizational cash flow, forecasting, and oversight of all bank accounts and investment vehicles to maintain adequate working capital and return.
- Provide overall financial oversight and monitoring, including development and implementation of sound fiscal management practices and internal controls.
- Manage and oversee monthly accounting processes, including bookkeeping, payroll, management, invoicing, and financial tracking of restricted grants. Manage relationships with key external vendors and contractors.
- Prepare monthly payroll including the distribution and reporting process for payroll; calculation of wages, overtime and deductions; and the maintenance of on-site employee records to ensure compliance with applicable regulations.

- Prepare, analyze, and communicate monthly and annual financial statements and reports for all stakeholders. (i.e. Board of Directors, Travel Oregon, etc.)
- Verifying and posting transactions to journals, ledgers and other records, and preparing supporting account reconciliations.
- Coordinate and lead the annual audit process; liaise with external auditors and the board of directors.
- Ensure compliance with Federal, State, local and any other financial, tax reporting and regulatory requirements.
- Update, document, and implement all necessary business policies and accounting practices to improve the finance department efficiency and financial controls.

Grant Administration - Responsible for ensuring timely administration of funds both in and out, oversight of grant finances, and acting as an advisor to those applying for grant funding, including:

- Assisting organization on funding prospects and providing reports needed to complete applications.
- Manage grant contract reporting requirements and coordinate reporting with staff team.
- Managing grant funds and bank accounts
- Reporting on grant status to OCVA board of directors.

Contract Management - Responsible for the overall execution and administration of grant, vendor, and operational contracts/agreements, including:

- Draft and execute all contracts/agreements in compliance with OCVA policies as well as Federal, State, and local law.
- Implement a robust contracts management and financial management / reporting system; ensure that the contract billing and collection schedule is adhered to and that financial data and cash flow are steady and support operational requirements.
- Review and ensure compliance with all contracts entered into by OCVA.
- Work closely and transparently with all external partners, including third-party vendors and consultants.

Qualifications and Preferences

- A. Education Preparation and Work Experience
 - BA/BS degree; MBA or CPA related credentials preferred
 - 3-5 years professional experience preferred
 - Experience in non-profit financial management preferred
 - Experience in grant management preferred
- B. Technical Skills
 - Proficient in Quickbooks Online and general accounting principles
 - Knowledge of digital tools and databases commonly used in financial and contract management.
 - Excellent verbal and written communication skills as well as effective interpersonal skills required
- C. Learning Inclinations
 - Independent, self-directed learner
 - Creative problem-solver

- Ability to learn new digital tools to optimize productivity and communication
- Proven to work independently as well as within a strong team-oriented culture.

D. Attitudinal Qualifications

- Strong track record of ethics with regard to confidentiality and fiscal management
- Ability to organize time effectively and manage multiple tasks simultaneously
- Ability to set and meet deadlines
- Strong curiosity and passion for learning, with an excitement for new challenges
- Flexible and team-oriented
- Strong attention to detail
- Willingness for occasional travel, work nights, and weekends

Other Basic Qualifications:

- ✓ Possess a valid, unencumbered driver's license with an insurable driving record.
- ✓ Ability and willingness to work hours beyond the standard daily or weekly 9am-5pm schedule when necessary.
- ✓ Ability and willingness to travel to the Oregon Coast as needed.

Physical Requirements:

- ✓ Visual acuity sufficient to clearly read printed materials and to drive a motor vehicle. ✓ Ability to hear sufficiently so that verbal communications can be received, understood, and acted upon both face to face and via telephone.
- ✓ Ability to lift and carry objects weighing up to thirty-five (35) pounds.
- ✓ Mobility sufficient to allow movement into and throughout public buildings.
- ✓ Manual dexterity sufficient to handle typical office equipment.

Reviewed and Accepted:

Employee: _____ Date: _____

Supervisor: _____ Date: _____