



Chief Finance Officer

Rogue Workforce Partnership

Rogue Workforce Partnership (RWP) is a non-profit organization that focuses efforts and investments in the talent needs of employers and in providing equitable access to workforce services and training programs for youth and adults throughout the Rogue Valley, including Jackson and Josephine Counties.

ROLE OUTLINE

The Chief Finance Officer (CFO) is a key leader of the Rogue Workforce Partnership who will direct and oversee the financial activities of the organization.

RESPONSIBILITIES

Strategic Leadership

- ▶ Partner with the Executive Director to provide strategic oversight of RWP and recommendations based on financial analysis and projections, cash management, cost identification and allocation, and revenue/expense analysis.
- ▶ Oversee annual and long-term budgetary planning and cost management in alignment with work plans and strategic directives.
- ▶ Participate in the on-going strategic planning process as an integral member of the Senior Management Team.
- ▶ Present to Management and Board of Directors around issues, trends, and changes in the finance and operations of the organization.
- ▶ Working closely with the Program Management Team to integrate program goals with financial constraints.
- ▶ Coordinate top-level grants and contract management with senior leadership team.
- ▶ Representing RWP with state-wide funders and stakeholders.

Financial and Operational Management

- ▶ Oversee all finance functions.
- ▶ Responsible for the creation and implementation of the annual budgets; for monitoring progress and for presenting operational metrics both internally and externally.

- ▶ Ensure that finance staff maintains financial record systems in accordance with Generally Accepted Accounting Principles and monitor the use of all funds.
 - ▶ Review and approve all financial reporting materials and metrics for all funders and RWP's board, prepare and communicate monthly and annual financial statements.
 - ▶ Manage cash flow and forecasting; direct all financial, project-based, and departmental accounting to meet mission driven strategic objectives and to ensure organizational sustainability.
 - ▶ Ensure maintenance of appropriate internal controls.
 - ▶ Lead strategic investment and placement of organizations' cash assets.
 - ▶ Manage timely completion of annual audits, monitoring, financial statements, and ensure proper filing of tax returns.
 - ▶ Review all formal finance and risk management policies and procedures, recommending improvements to the systems in place and managing the systems going forward.
 - ▶ Develop and manage finance department staff.
 - ▶ Manage vendor relationships.
 - ▶ Oversee payroll and benefits; evaluate and oversee all benefits negotiations.
 - ▶ Support program team with subrecipient contracts, budgets, and oversight.
 - ▶ Provide technical assistance to providers.
 - ▶ Support operations to streamline and automate practices and procedures.
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EXPERIENCE & TRAINING

- ▶ Degree in Accounting or related field with 7-10 years progressively responsible accounting experience. CMA or CPA desired. Master's Degree desired.
- ▶ Working understanding of the public workforce system in Oregon (WorkSource) and Workforce Innovation and Opportunity Act (WIOA)
- ▶ Familiarity with highly regulated Federal funds, including the ability to interpret and apply rules and regulations to field operations
- ▶ Experience in workforce development, economic development, education, public administration, human resources, marketing, and/or related field.
- ▶ Experience managing staff and participating as a part of senior management.

Rogue Workforce Partnership is an equal opportunity employer.
Auxiliary aides and services are available upon request to individuals with disabilities.

KNOWLEDGE & PROFICIENCY

- › Embracing the Mission, Vision, and Values of RWP and contributing to a positive, creative, and collaborative team environment
 - › Demonstrated excellence in managing finance, accounting, budgeting, control, and reporting.
 - › Skill in examining, developing, and recommending financial, HR, and technology policies and procedures.
 - › Strong analytical skills and experience interpreting a strategic vision into an operational model.
 - › An effective communicator, with strong oral, written, and financial presentation skills.
 - › Demonstrated ability and desire to work in a dynamic, mission-driven environment.
 - › Be a thought leader - create innovative business / workforce solutions that identify, aggregate, anticipate and satisfy the needs of industry and job/career-seekers
 - › Direct and oversee the planning, service delivery, monitoring/evaluation, and community relations functions of major program initiatives
 - › Work effectively as a team member and apply emotional intelligence competencies
 - › Exceptionally strong attention to detail and a proactive approach to problem-solving
 - › In depth knowledge of code of federal regulations (CFR) and risk management practices
 - › Proficient in the use of MS Office and financial management software (e.g. QuickBooks)
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PHYSICAL DEMANDS OF THE JOB

Program managers often work at a desk or in meetings for long periods. They should be comfortable sitting at a computer, attending meetings, and standing when necessary. Must have the ability to use computers and other technology devices for various tasks. May need to travel occasionally for meetings with stakeholders, site visits, or conferences. They should be willing and able to travel as needed.

WORK ENVIRONMENT

Work is generally performed in an office or home office environment. Some travel and fieldwork required. Responsibilities may require work outside of traditional work hours.

DRIVING

This position requires the ability to travel, both within and outside of the service area. Must have a valid Oregon driver's license and an acceptable driving record.

COMPENSATION

Commensurate with experience, skills, and performance.

BENEFITS PACKAGE AVAILABLE

Health, Dental, Vision, Life, 401K retirement, 11 paid holidays, Personal Days, and Paid Time Off

LOCATION

The Rogue Workforce Partnership serves Jackson and Josephine Counties as a region. The position will be a hybrid of in-person and remote work and may travel within the region as needed.

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Duties, responsibilities, and activities may change, or new ones may be assigned at any time with or without notice.

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