



SMART Hiring Director of Finance and Administration

OUR WORK

The SMART reading program is the state's largest volunteer-based literacy nonprofit organization. We partner with schools around the state and engage community volunteers to read one-on-one with PreK-3rd grade children, helping strengthen literacy skills and encourage a love of reading.

Participating children also receive new books each month to keep and read with their families. In our 25 years of service, we have served more than 188,000 children and given away over 2.4 million books. Additional information about our organization can be found on our website:

www.getsmartoregon.org.

THE JOB

The Director of Finance and Administration will be a strategic thought-partner and a member of the organization's Executive Team. The Director will lead and manager the following areas: finance, budgeting, human resources, administration and IT. The Director also manages or assists with special projects on an as-needed basis, and liaises with other departments and area offices. This is a hands-on position, requiring an ability to handle day-to-day accounting duties, as well as the financial planning activities for the organization. As the administrator for Human Resources, the Director plays a critical role in recruitment, retention, and professional development of staff, including establishing policies and practices that support a vibrant work culture and engaged staff team. A full position description is available by email request (cotis@getsmartoregon.org) or can be accessed on the SMART website: <http://www.getsmartoregon.org/about-smart/careers/>

SMART's Commitment to Equity

As an early literacy program focused on helping children succeed with reading and learning, SMART can't ignore that deep racial, cultural, social, and economic inequities in our country and state make it harder for some children to succeed compared to others. SMART's vision is an Oregon in which every child can read and is empowered to succeed, and we are making equity a top priority. As part of this, we particularly seek staff members, volunteers, and board members whose personal or professional background gives them unique perspective to further SMART's work in serving children of color and children from other marginalized groups.

DIRECT REPORTS Finance and Accounting Manager (1)

KNOWLEDGE AND SKILLS

- Very strong financial analysis capabilities along with ability to translate financial concepts to – and effectively collaborate with – programmatic and development colleagues who do not necessarily have finance backgrounds.
- Ability to advance SMART's work to address inequities and build relationships to

address the needs of diverse staff, communities, and children.

- Commitment to training programs that maximize individual and organization goals across the organization, including best practices in human resource activities.
- Successful track record in setting priorities; keen analytic, organization and problem-solving skills that support and enable sound decision-making.
- Excellent communication and relationship-building skills with an ability to prioritize, negotiate, and work with a variety of internal and external stakeholders.
- A multi-tasker with the ability to wear many hats in a fast-paced environment.
- Personal qualities of integrity, credibility, and dedication the SMART mission.
- Advanced Excel skills are essential; knowledge of Sage 300 (ACCPAC) a plus.

EDUCATION AND WORK EXPERIENCE

- Relevant four-year degree or equivalent experience in Accounting / Business; MBA or CPA preferred.
- At least 5+ years of professional experience leading a combination of Finance and Human Resource functions (audit, budgeting, internal controls, personnel reviews, legal compliance). Experience in nonprofit accounting preferred.

PHYSICAL REQUIREMENTS

While performing the duties of this job, the employee will be required to use a computer in an office setting and occasionally conduct meetings in other environments. The noise level in the work environment is usually moderate.

TO APPLY

Please apply online at <http://smart.hiringthing.com/>.

You will need to upload a resume, cover letter, and contact information for three references.

Applications will be accepted on an ongoing basis, but applications received before October 1 will be given preference.