

**BestCare Treatment Services  
Position Description**

**Title:** Chief Financial Officer  
**Program:** BestCare Treatment Services Administration  
**Program Location:** Redmond, Oregon (Some travel required)  
**Supervisor:** Executive Director/Board of Directors  
**Employment Status:** Full-Time Regular (1.0 FTE)  
**FLSA Classification:** Exempt/Salaried  
**Employees Supervised:** Senior Accountant and HRIS  
**Effective Date:** September 2022

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**Job Summary:** Primary duties include providing overall financial leadership to 300+ staff and managing an annual budget of \$30+ million, plus additional grant funding. Provides hands-on financial leader with responsibility for broad oversight and protection of the assets of the organization. Works closely with the Executive Director and Senior Management team to collaboratively develop and implement systems and organizational structure to support the overall business and financial strategic plans and goals. Assures the financial viability and compliance of the organization through proactive analysis and sound administration of policies and procedures. Works with the Executive team to meet the demands of the ever-changing landscape of state, federal, grants and contracts derived from over 40 funding sources.

**Essential Functions:**

**1. Finance:**

- a. Advises key leadership and stakeholders on financial matters to support effective operational decision-making, and provides direction to the leadership team for all issues related to finance including fund accounting, budgeting, reporting, analysis, audits & tax matters;
- b. Works closely with the Executive Team on budgets and resources for Capital Projects;
- c. Defines Key Performance Indicators (KPIs) and interprets results;
- d. Provides regular reporting and analysis on financial results works closely with senior management and the Board of Directors to achieve desired financial outcomes and impact;
- e. Prepares and tracks a complex annual budget process;
- f. Provides financial guidance to senior management on budgetary controls, costs and other special assignments;
- g. Ensures compliance with all funder/regulatory requirements, as well as accepted financial standards and best practices;
- h. Assures proper grant reporting and invoicing is completed timely and accurately;
- i. Prepares and oversees audit and tax matters;
- j. Oversees the accounting function, all banking relationships and reconciles accounts
- k. Participates in occupancy and lease negotiations
- l. Develops and oversees an environment of strong internal controls across the organization
- m. Coordinates and directs the preparation of the annual budget, forecast and planning process for the organization. Ensures the highest possible degree of accuracy of budgets, forecasts, estimates, revenue and expense recognition and financial reporting.

- n. Coordinates the preparation of regulatory reporting and management records
- o. Researches technical accounting issues for compliance
- p. Ensures quality control over financial transactions and financial reporting
- q. Manages and ensures compliance with local, state, and federal government reporting requirements
- r. Oversees all general ledger accounting and preparation of all adjusting journal entries
- s. Develops and documents business processes and accounting policies to maintain and strengthen internal controls
- t. Oversees preparation of monthly, departmental, and consolidated financial statements
- u. Directs all banking relationships

2. Accounting and Payroll:

- a. Oversees and ensures the accuracy and productivity of day-to-day activities of accounts payable, cash disbursements, invoicing and billing, fixed assets records.
- b. Works with CPA to ensure accurate revenue recognition and deferred revenue schedule
- c. Ensures preparation of 1099's, W-2's and quarterly payroll taxes are completed/filed timely and accurately
- d. Oversees and ensures that payroll processes are completed timely/accurately and in compliance with Federal and State regulations
- e. Serves as Technical Advisor for monthly payroll
- f. Administers the 403(b) retirement plan
- g. Reviews / approves payroll journal entries

**Qualifications:**

**Education, Certifications, Licensure**

- Bachelor's degree in Finance, Accounting or Business Administration required
- MBA and/or CPA desirable

**Experience**

- Minimum 10 years of professional accounting experience including financial statement preparation and oversight of external audits with a multi-million-dollar organization required
- Minimum of 3 years of experience working with a nonprofit organization using State and Federal grant funding streams

**Knowledge, Skills and Abilities:**

- Technical knowledge of fund accounting and the management of state, federal and foundation nonprofit grants and contracts
- Strong analytical and reporting skills
- Strong technical skills regarding budget preparation, audit, legal compliance, financial analysis and payroll
- Strong computer skills including advanced experience in accounting software Office 365 (Word, Excel, Outlook), Teams/Zoom or other virtual meeting platforms, and integrated ERP platforms
- Ability to work independently as well as ability
- Must have the ability to get along and collaborate with co-workers and teams

- Strong work ethic, positive attitude, and ability to make things happen in a complex environment
- Ability to train, develop and mentor senior staff and others as needed
- Ability to function as a team player, collaborative and adjust style to achieve common goals
- Ability to lead and build a high-performing team
- Ability to work with and respect diverse cultural staff
- Dedicated to the mission of the organization

**Tools and Equipment Used:**

Laptop computer and displays, fax machine, scanner, copy machine, telephone, virtual meetings

**Physical Demands:**

The physical demands described herein are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing this job, the employee may be required to view a computer screen, type or use hands for 10-key function and sit for long periods of the day. Specific vision abilities required by this job include close vision and the ability to adjust and focus.

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Work environment is an office setting. Occasional travel to BestCare locations within Oregon is required. (Madras, Warm Springs, Central Oregon and outside of Central Oregon) Must have reliable transportation.

The position requires the employee to dress in a professional manner that meets the standards for professional employees in Deschutes County.

THIS JOB DESCRIPTION DOES NOT CONSTITUTE AN EMPLOYMENT AGREEMENT BETWEEN THE EMPLOYER AND THE EMPLOYEE AND IS SUBJECT TO CHANGE BY THE EMPLOYER AS THE NEEDS OF THE EMPLOYER AND REQUIREMENTS OF THE JOB CHANGE.

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Employee Signature / Date

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Supervisor Signature / Date