



Family Building Blocks

CONTROLLER

OPEN UNTIL FILLED

CLASSIFICATION: Exempt

WORK SCHEDULE: Regular, FT/40 hr/wk, M-F

SALARY: TBD

LOCATION: Chelsea's Place, 2425 Lancaster St. NE, Salem, OR 97305

PRIMARY PURPOSE

Coordinates financial reporting, accounting, billing, and auditing procedures. Interacts with Executive Director, Finance Committee, and Leadership Team to provide support in planning initiatives through financial and management information analyses, reports, and recommendations. Ensures records are maintained in accordance with generally accepted auditing standards. Maintains appropriate internal control safeguards.

MINIMUM EDUCATION AND EXPERIENCE

- Associate Degree in Finance or Accounting, and five years of experience in a fast-paced, hands-on finance or accounting position, ideally in non-profit setting
- Demonstrated knowledge of finance, accounting, budgeting, and cost control principles including Generally Accepted Accounting Principles
- Demonstrated knowledge of automated financial/accounting reporting systems and federal/state financial regulations
- Excellent computer skills, including Word and Excel in a Microsoft Windows environment.
- Skills in database management, Abila system and record keeping- Preferred.
- Work requires willingness to work a flexible schedule.

PREFERRED EDUCATION AND EXPERIENCE

- Four or more years' experience in the non-profit field

HOW TO APPLY

Please provide questions, resume, cover letter, and education documents to htorres@familybuildingblocks.org.

Employment offer is contingent upon completion of a Oregon Child Care Division Central Background registry and fingerprinting, review of an acceptable driving record, and a negative drug screening.

Family Building Blocks also provides an excellent benefits package, which includes medical, dental, and vision coverage. Other benefits also include generous PTO/holidays as well as voluntary life and disability insurance, and 401K after one year.

Family Building Blocks is an affirmative action/EEO employer. Believing that diversity contributes to program excellence and to mutual respect and understanding, FBB is committed to recruiting and retaining diversity in our Board and staff. We seek applicants who bring varied experiences, perspectives, and backgrounds.