

About the job

Affirma Consultancy is partnering with Oregon School Boards Association to help in finding their next Director of Finance and Member Services.

Who we are:

The mission of the Oregon School Boards Association (OSBA) is dedicated to improving student success and education equity through advocacy, leadership, and service to Oregon public school boards. We aim to provide adequate and stable funding for our public schools, creating every opportunity for strong student success and equitable outcomes.

Oregon School Boards Association is committed to creating a diverse environment and is proud to be an equal opportunity employer. Oregon School Boards Association is committed to equal opportunity for all persons including staff, volunteers, and clients served without regard to race, age, religion, color, sex, national origin, physical or mental disability, marital or familial status, family relationship, sexual orientation, gender identity, association with any other person in a protected class, veteran status, expunged juvenile record, source of income or any other classification protected by law.

Find out more about us [here](#).

Who you are:

The Director of Finance and Member Services plays a central role in our organization, reporting directly to the Executive Director. As an integral part of the leadership team, this position is responsible for developing and implementing comprehensive financial and member service strategies aligned with our organizational goals and overall mission.

This role entails providing strategic and innovative leadership in overseeing the planning, execution, evaluation, and enhancement of OSBA's Finance and Member Services Department, all aligned with OSBA's strategic objectives and overarching mission. Responsibilities encompass managing accounting, budgeting, investment strategies, contract oversight, and operational functions.

What you'll do:

Financial Accounting:

- Manage financial accounting activities for OSBA and associated entities, ensuring compliance with GAAP; Oversee the recording of all financial transactions, reconcile bank statements, and maintain internal controls.
- Design and implement monthly and annual financial reporting and audit activities, keeping the Executive Director and Board informed.

Budgeting and Investing:

- Direct fiscal operations, including planning and overseeing the development of annual budgets; Manage organizational assets and coordinate annual audits.
- Supervise and report on the investment portfolio, safeguarding principal while maximizing returns.
- Develop and implement investment policies in compliance with applicable laws and regulations.

Operations and Systems:

- Oversee operations, including technology and facilities management.
- Manage investment properties owned by OSBA and associated entities.
- Support the information systems department, developing and implementing a long-term technology plan.
- Serve as the primary liaison and staff support for financial matters to various boards and committees.

Supervising and Member Services:

- Directly supervise five positions, including Accounting Specialist, Membership Database and Administration Coordinator, Events Specialist, Information Technology Manager, and Information Technology Analyst.
- Oversee OSBA membership databases, ensuring data accuracy; Manage logistical operations for OSBA events.

Legal Compliance:

- Stay informed about laws and regulations related to public finance, budgeting, accounting, and public contracting.

What you'll need:

- Ten (10) or more years of progressively responsible financial and administrative management experience. Department head experience preferred
- Bachelor's degree in accounting, finance, or related field preferred. Ten or more years of experience allowed in lieu of degree
- At least three years of supervisory experience, including staff selection, onboarding, IT management and training, coaching/counseling, and performance management.
- Must effectively collaborate within diverse teams, including colleagues, board members, and stakeholders from various organizational partners.
- Basic knowledge of investment products including bonds, equities, and dividend payments is necessary.
- Familiarity with GAAP and GAGAS is preferred, along with a comprehensive understanding of public administration principles and practices, including budgeting, financial management, and risk management processes.

- Demonstrated experience in public speaking and providing instruction/training to adults; specifically, the ability to translate complex financial information and communicate is desired.
- Willingness to travel throughout the state and accommodate the evening and weekend schedules inherent in providing service to clients.

What we offer:

- Salary: \$120,000 - \$150,000
- Hybrid work schedule
- 100% Employer-sponsored medical, dental, and vision for employees and family
- Employer-Sponsored HSA
- Long-term disability and life insurance
- 100% Employer-sponsored PERS retirement
- 10 paid holidays, 1 birthday leave day, 2 personal days per year

How to Apply:

We hope you're feeling excited about this job opportunity. Even if you don't feel that you meet every single requirement, we still encourage you to apply. We're eager to meet people who believe in our mission and can contribute to our team in a variety of ways - not just candidates who check all the boxes.

We're building a team of people who feel comfortable and safe in expressing their full selves while offering the best of their talent and expanding their knowledge, skills, and abilities.

If you're interested in joining our team, submit your resume to recruiting@affirmaconsultancy.com. We look forward to hearing from you!