

# **Community Connection Job Opening**

**POSITION: Fiscal Manager**

**LOCATION:** Community Connection Administration Office  
2802 Adams Ave.  
La Grande, Oregon 97850

**CLOSES: Tuesday, November 12, 2024, at 3:00 pm**

Community Connection of Northeast Oregon, Inc. seeks a highly qualified candidate to fill the position of Fiscal Manager. The successful candidate should be able to demonstrate the following:

- Firm understanding of finances
  - Given the dozens of programs and revenue streams that we administer to serve our community, the finances for Community Connection are vast and complex. The chosen candidate should be able to demonstrate, in aptitude and experience, a firm understanding of finances.
- Strong people skills
  - As the Fiscal Manager communicates with all tiers of management and with partners in our local community and across the state, you must exemplify great people skills. This individual should possess a high emotional intelligence, demonstrating the ability to understand and lead those around them.
- Understands and embraces the objectives of decentralization
  - Given the very complex nature of a social services agency that serves four rural, isolated counties, decentralization is crucial. Many aspects of Finance are centralized; however, it is important to recognize the different needs in each of our communities.

## **Responsibilities of the Fiscal Manager (not intended to be all-inclusive)**

- Coordinate fiscal initiatives with the Executive Director, management staff, and all other employees to promote smooth fiscal operations agency-wide.
- Ensure fiscal compliance with state and federal rules and regulations, grant requirements, and Community Connection Fiscal Policy.
- Communicate effectively with staff, Board of Directors, and Advisory Councils on fiscal topics.
- Maintain a positive agency reputation throughout the region, with partners, and employees.
- Ensure integrity and accountability in all fiscal operations.

**Fiscal Manager Work Schedule, Salary and Benefits**

**Work Schedule:** This salaried position is, at least, 40 hours per week. Typical schedule is Monday – Friday, 8am – 5pm, at the Administration Office. Work hours may include evenings and weekends as reporting, deadlines, training, and travel dictate.

**Salary:** This position is on a 10-step scale included in our agency’s salary schedule, at a range of \$6,182 - \$8,798.

**Current Benefit Package:** Agency-paid health and dental insurance (Employer HSA contribution with applicable health plan), Retirement benefits after one year of employment, equal to 7.5% of salary (no match required), 11 paid holidays annually, and separate vacation and sick leave benefits starting at 8 hours per month accrual for each.

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*Successful Candidate will be subject to pre-employment drug screening and criminal history background check upon job offer.*  
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**How to Apply**

**To Obtain Materials:** Complete job description and application are available by visiting any local Community Connection Office, on our website at <https://ccno.org>, and in person at your local WorkSource Oregon office.

**To be considered:** You must submit 1) a completed application, 2) cover letter and resume (professional letters of reference are strongly encouraged).

**Submission:** All applicant materials may be submitted by

- Email: [jobs@ccno.org](mailto:jobs@ccno.org)
- Hand Delivery: Any WorkSource Oregon location or directly to Community Connection **Administration Office**, via sealed envelope marked “ATTN: HR Department”
- Mail: Community Connection Administration Office  
ATTN: HR Department,  
2802 Adams Ave. La Grande, OR. 97850

**All application materials must be received by the closing date, without exception.**  
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*Community Connection is an Equal Opportunity Employer. We do not discriminate on the basis of race, religion, color, sex, gender identity, sexual orientation, age, non-disqualifying physical or mental disability, national origin, veteran status or any other basis covered by appropriate law. All employment is decided on the basis of qualifications, merit, and business need.*

*If you need assistance or an accommodation due to a disability, you may contact us at [jobs@ccno.org](mailto:jobs@ccno.org) or you may call us at 1-541-963-3186.*