



**Position Title:** Finance Director  
**Reports To:** Executive Director  
**Department:** Administration – Finance  
**Status:** EXEMPT – Salaried  
**Schedule:** 40 hours per week; Monday – Friday during business hours, some nights and weekends will be required. Specific schedule has flexibility but is dependent on departmental needs and will be agreed upon with your supervisor. Hours to be completed on-site at Raphael House’s confidential location.

**Salary Range:** \$48.54 - \$56.04 per hour, depending on experience (\$51.54 per hour and above reserved for those who exceed qualification criteria for position); additional \$.50 per hour offered if bilingual in English and Spanish.  
*Hiring wage is determined using a standardized process that considers employment and lived experience, applicable knowledge and skills, training, and education. Staff are paid twice monthly.*

**Benefits:** Raphael House offers a wide range of benefits to full-time staff including 100% employer-paid health, dental, vision, long-term disability, and life insurance; FSA (Flexible Spending Account) with \$500 annual Employer contribution; generous time off (with first year accrual totaling up to 30 days); retirement plan contribution match of 3%; an Employee Assistance Program with



robust supportive resources; and extensive professional development opportunities.

### **Position Summary:**

This position reports directly to the Executive Director, participates as a member of Raphael House's Senior Management team, and is responsible for developing and managing the organization's financial and accounting activities including payroll and contract invoicing and fiscal compliance. This person develops and manages regular financial statements and reports, annual financial audits and information tax returns and agency and programmatic budgets. The person will forecast agency stability and growth based on organizational need, cash management and investments, as well as key performance measures including analyzing and interpreting fiscal trends. Additionally they are responsible for keeping the Board of Directors updated on the agency's financial position and facilitating the Finance committee.

*Raphael House is currently negotiating our first contract with ILWU Local 5; This position is not union eligible.*

### **Application Deadline: Open until filled.**

Applications will be reviewed and interviews scheduled as submissions are received. Early application is encouraged. **Cover letter, resume, and completed Raphael House employment application form must all be received in order to be considered.** There is also no such thing as the perfect candidate, so please apply even if you don't meet all the requirements. Just use your application materials to share the transferrable skills, experiences, and qualities you bring to the table!

### **About Raphael House:**

Since 1977, Raphael House of Portland has helped survivors of domestic violence and their families find the safety, hope, and independence they deserve. We proudly provide family-centered, culturally responsive, and gender-inclusive services to a diverse community of more than 2,000 survivors annually. Our confidential emergency shelter is open and staffed year-round, 24 hours a day and our myriad wraparound programs continue



supporting families every step of the way as they go on to build safe futures free from abuse. We couple these direct services with a Prevention Education program that teaches thousands of teens each year about equitable relationships and consent—with the goal of stopping domestic violence before it starts.

### **You'll love working with us because:**

- Our employees have voted Raphael House one of the 100 Best Nonprofits to Work for in Oregon 7 times! In 2021 and 2023, we placed in the top 15th amongst medium-sized agencies. We were also named one of the best Green Workplaces in 2019, 2021, and 2024.
- [Diversity, equity, inclusion, and accessibility are a priority here.](#) We're committed to the ongoing work of sustaining an environment where everyone at Raphael House – staff, volunteers, and survivors – feels safe, empowered, and can thrive.
- We are always learning and changing. Your ideas on how to make Raphael House a better place for survivors and staff really matter. Plus, we offer lots of ongoing training opportunities and each employee has an annual training stipend.
- We value self-care and taking breaks. In addition to generous paid time-off, we have a Wellness Committee dedicated to supporting staff, a meditation and gentle movement group for staff (paid time), and so much more.
- We are a family- and community-centered organization and prioritize supporting staff with work life balance. We also have a culture of gratitude, where your hard work is appreciated!
- You receive gift cards to celebrate both your birthday and work anniversary each year.
- You get to take part in life-changing and life-saving work and help create a world without violence!

### **Essential Finance Director Responsibilities:**

- Supervises the Finance team which consists of senior accountant and staff accountant and oversees the organization's Finance department.
- Ensures all accounting practices follow GAAP and high ethical standards.



- In collaboration with the Executive Director and Senior Management team prepares and manages the annual agency budget.
- Reviews payroll to guarantee timely accurate employee salary.
- Ensures correct and timely account of all revenues and expenditures for accurate budget variance analysis. Responsible for recording all accounting transactions.
- Develops, updates regularly and implements appropriate accounting policies and procedures to ensure proper internal controls, management reporting, compensation and financial accountability.
- Assists external auditors with annual year-end financial audit.
- Monitors cash and investments and transfers funds between accounts as required. Directly manages investments in operating investment accounts and provides oversight to Investment Advisor for longer-term investment accounts.
- Participates as a member of the Senior Management team, at monthly Board of Directors meetings, and Additionally attends and participates in monthly All Staff and other Raphael House meetings.
- Facilitates in collaboration with the Board Treasurer the Board's Finance Committee.
- Ensures financial contractual reporting requirements are met with accuracy and timeliness.
- Submits a monthly Board report to the Executive Director, and prepares monthly financial statements for presentation to the Board of Directors.
- Assists in the annual renewal of Liability Insurance, and Medical and Dental, Life, and Disability Insurance.
- Assists with all aspects of the accounting department and can step in when necessary.
- Other duties as assigned.

**Supervisory responsibilities:** Direct supervision of the senior accountant and staff accountant and overall supervision of all Finance department activities.



## **What we ask of all candidates:**

- A passion for Raphael House of Portland's mission and values. You want to build a future free from violence and oppression!
- An existing understanding of – and/or a desire to learn more about – the root causes of domestic and sexual violence, and how injustices intersect based on race, gender identity, sexual orientation, and ability.
- The desire and ability to promote an anti-racist, inclusive, and culturally diverse and responsive environment.
- The ability to relate respectfully with people of diverse backgrounds and ages, and to utilize equitable and trauma-informed practices.
- Ability to maintain the confidentiality of our location and survivors, and to oversee and safeguard confidential and sensitive information.
- Interest in working with staff advocates who support survivors of domestic violence.
- Excellent and respectful interpersonal, verbal, and written communication and organizational skills.
- Proven ability to manage multiple projects simultaneously. Flexible and able to prioritize tasks and meet deadlines.
- Ability to focus and work in an active, fast-paced environment.
- Ability to work both independently and collaboratively with others, including with staff, Board members, funders and donors, contractors, community partner agencies, and vendors.
- Ability to use mature judgement in decision-making and/or conflict resolution.
- Ability to maintain a calm and positive demeanor under stress.
- Legal authorization to work in the United States.

## **Qualifications:**

- Minimum of four-year Accounting degree, CPA certification, or equivalent.
- 5 – 10 years of not-for-profit business experience, including in-depth knowledge of and significant prior hands-on experience in this role's responsibilities.



- Thorough working knowledge and commitment to GAAP accounting.
- 5 – 7 years of organizational management and supervision experience.
- Minimum of 5 – 10 years of administrative experience.
- Experience with managing and overseeing investments, mutual funds, stocks, bonds, and banking procedures.
- Experience in financial statement preparation, budget and report preparation, and analysis.
- Understanding of business insurance requirements and risk management.
- Strong mathematical and analytical skills.
- Proficient with Microsoft Office Suite (specifically Excel, Word, and Outlook) and ability to learn new technology as needed.
- MIP accounting software experience helpful but not required.
- Lived experience as a survivor of interpersonal violence and/or trafficking highly valued.
- Bilingual/bicultural highly valued. Additional \$.50 per hour offered for bilingual English-Spanish speakers.
- Completion of 40-hour domestic and sexual violence advocacy training, or equivalent to be approved by Executive Director or expectation that training will be completed within first six months of employment (provided internally).
- Ability to read, write, and understand English.
- Ability to commute throughout the Portland metro area and beyond to fulfill job responsibilities.

### **Work Environment:**

This position will work in a traditional but fast-paced setting. Candidate must be able to work under deadlines and stress inducing conditions. Must be able to move throughout our building, partner agency locations, and other sites; and lift up to 40 pounds, as needed. A domestic violence agency environment can potentially shift from stable to highly-charged and all employees must remain flexible, calm, and creative.

### **To apply:**



Please submit a cover letter, resume, and completed Raphael House employment application form (found on our website at the link below) to Emmy Ritter, Executive Director, at [eritter@raphaelhouse.com](mailto:eritter@raphaelhouse.com) or mail to 4110 SE Hawthorne Blvd. #503 Portland, OR 97214. **The position is open until filled.** *No phone calls please, except to request a reasonable accommodation for a disability at (503) 243-5128.*

Download our employment application form from our website at <https://raphaelhouse.com/employment-opportunities/>.

***Cover letter, resume, and completed Raphael House employment application form must all be received in order to be considered.***  
*If any of the three application materials are missing or incomplete, your submission will not be considered.*

***Raphael House of Portland is an Equal Opportunity Employer***

Did you notice our font is large? This is done for accessibility purposes; it is recommended to use at least 14pt font size.

