



**IMMIGRANT AND REFUGEE COMMUNITY ORGANIZATION (IRCO)
JOB OPENING ANNOUNCEMENT**

<u>POSITION:</u>	Budget and Contract Analyst
<u>WAGE:</u>	\$40,000 - \$43,000 per year
<u>LOCATION:</u>	IRCO Main Office (10301 NE Glisan St. Portland, OR 97220)
<u>APPLY AT:</u>	www.irco.org
<u>STATUS:</u>	Full-time/Regular, Non-exempt with Benefits
<u>OPENING DATE:</u>	August 9, 2019
<u>CLOSING DATE:</u>	Open until filled
<u>PROGRAM(S):</u>	Administration
<u>DRIVING:</u>	Must be able to travel to various IRCO sites

GENERAL POSITION SUMMARY:

The Budget and Contract Analyst is responsible for a variety of tasks related to budgeting and managing the flow of contract documents for IRCO. This position often has wide diversity of work situations and the job involves a high degree of complexity. This position often determines their own practices and procedures to meet both new and reoccurring deadlines. This position contributes to the development of new concepts and policies. It operates independently minimal supervision and performs duties with little direction given. The job requires flexibility, excellent interpersonal skills, project coordination experience, and the ability to work well with all levels of employees, clients and vendors. This position often must balance requests by various shareholders. The work is in a constantly changing social service environment.

ESSENTIAL FUNCTIONS:

These job functions listed below are essential to the performance of this job. These essential functions include most, but not all tasks the employee may be asked to perform.

Organize and facilitate IRCO budget management:

- Learn to and then update IRCO agency budget on a regular basis
- Gather budget data on IRCO programs and other cost centers on a regular basis and incorporate into agency budget template
- Troubleshoot questions on varied budgetary cost centers with help of IRCO fiscal, program and fellow admin staff
- Transmit draft updated agency budgets to varied IRCO staff and revise as necessary based on staff comments
- Attend IRCO Finance Committee meetings and incorporate decisions made about agency budget into future iterations of agency budget
- Enter budget data into Abila MIP accounting software
- Support program staff in creating and revising program budgets
- Prepare budget summaries for specific agency departments and IRCO sites (e.g. Africa House, Asian Family Center)
- Prepare any other budget summaries for managers or the Board of Directors as requested; reports requested may include funding by period other than fiscal year and on certain groupings of programs



Facilitate IRCO contracting process and maintain contract data:

- Manage the flow of contracts through IRCO
- Review key elements of contract documents sent by funders and others to IRCO, route same for review by program and fiscal staff, obtain signatures and route back to external parties. File contracts and maintain electronic file folders containing the contracts
- Enter contract data into contracts database
- Periodically review data in contracts database to ensure quality of data and usefulness for varied IRCO business purposes
- Manage processes related to creation of program names and acronyms and ensure use of consistent names and acronyms across IRCO departments, business processes and tools (e.g. file structure)
- Develop, suggest and implement improvements to IRCO’s contract processing procedures
- Develop, suggest and implement improvements to IRCO’s contracts database

Other functions:

- Conduct trainings of IRCO program staff on IRCO’s contract processing policies and procedures
- Maintain electronic files of contract-related documents (e.g. reports on program performance, correspondence about contracts, subcontractor insurance documentation)
- Troubleshoot contract-related challenges in collaborative fashion with IRCO program and fiscal staff and external parties, most notably, IRCO funders
- Run reports using IRCO contracts database to identify missing contract-related data, ensure full execution of contracts, track entry of budget data into IRCO’s fiscal system, and answer questions about IRCO’s funding profile for use in proposal writing and for other management purposes (e.g. assessment of workload carried by individual IRCO managers)
- Revise and develop forms to foster improved budgeting and contract processing
- Preparation of budgets for inclusion in IRCO funding proposals
- Prepare written narrative reports
- Other duties as assigned

QUALIFICATIONS:

- Two (2) years’ work experience in work related to this job announcement
- Experience reading and analyzing contracts and understanding contract language
- Required Bachelor’s degree in public administration, business administration, accounting or related field
- Knowledge of best practices regarding nonprofit budgeting, contract file maintenance and contracting procedures
- Excellent Excel, Outlook, and Word computer skills
- Preferred experience with Abila MIP Fund Accounting software for nonprofits

COMMUNICATIONS/CUSTOMER CONTACT REQUIREMENTS:

- Communicate effectively both orally and in writing with IRCO staff and staff of external parties (e.g. funders and nonprofit partners)
- Communicate technical concepts to non-technical staff and translate data and information provided by program staff into official budget formats used by funders and the IRCO fiscal department
- Serve as a communications bridge between technical and non-technical staff
- This position communications contacts are normally made inside IRCO. Contacts contain



- confidential/sensitive information necessitating discretion
- Must be fluent in English
- Strong possess skills in intercultural, interpersonal and organizational communication
- Ability to communicate in a positive manner verbally, in writing, and by phone to individuals and groups
- Ability to communicate with a variety of personality types and levels of the organization as well as with persons outside of IRCO
- Capability to listen for understanding and assist in problem solving

KNOWLEDGE, SKILLS & ABILITIES REQUIREMENTS:

Ability to maintain positive working relationships with agency, programs and with all community contacts. Have strong project and time management skills. Ability to work flexible hours. Knowledge of internal office procedures and equipment. Knowledge of basic accounting principles. Knowledge of the foundational concepts of non-profit risk management. Ability to function in a positive manner in a demanding work environment, to demonstrate a high degree of flexibility, to respond to priorities and schedules that change frequently, and to meet commitments. Ability to meet multiple, sometimes conflicting deadlines. Strong analytical and decision-making abilities. Ability to maintain a high level of confidentiality. This position must have strong skills in decision making, interpersonal skills, conducting presentations, teamwork, problem analysis, creativity, negotiation, customer service, and training. Must be punctual, maintain a good attendance record, and be able to work flexible hours. Ability to use basic office equipment (e.g. telephone, copy machine and personal computer). Ability to use computer for long periods of time.

SUPERVISION:

This position works under the general supervision of the Operations Administrator. This position does not supervise other staff.

HOW TO APPLY:

Applications are accessible on the IRCO website, www.irco.org or IRCO’s main office, 10301 NE Glisan, Portland, OR 97220, 503-234-1541. Attach resume and cover letter to IRCO application form. This position requires the completion of an IRCO application. Materials submitted without a completed application are considered incomplete and will not be considered. Due to the high volume of applications received, we will not be able to contact each applicant. We may not be able to return calls regarding the status of your application. If selected for an interview, we will contact you by telephone.

ABOUT IRCO:

The Immigrant and Refugee Community Organization (IRCO) is a non-profit organization established in 1976 to serve immigrants, refugees, and the broader community in Portland, Oregon. Our mission is to promote the integration of refugees, immigrants, and the community at large into a self-sufficient, healthy, and inclusive multiethnic society. Find out more at www.irco.org.

IRCO IS AN EQUAL OPPORTUNITY EMPLOYER

