

POSITION: Coordinator, Accounting
DEPARTMENT: Administration
REPORTS TO: VP, Finance and Operations
CLASSIFICATION: Nonexempt



SUMMARY

The Accounting Coordinator is responsible for fulfilling the general bookkeeping functions for the Portland Business Alliance (PBA), including Portland Metro Chamber, Clean and Safe and the Portland Business Alliance Charitable Institute. The Accounting Coordinator will work closely with the finance director to maintain internal controls, accounting policies and financial requirements. They will collaborate with other team members as needed in areas including, but not limited to cash receipts and accounts receivable/payable, expense reports, G/L entries and related communication with members, vendors, and staff. This role will serve as the official finance representative on the PBA Equity Council.

ESSENTIAL FUNCTIONS

- Process submitted invoices, check requests and expense reports for payment accurately and in a timely manner.
- Review that all payment requests include complete documentation, i.e. supporting receipts and appropriate signatures.
- Reconcile credit card expenditures and review for accurate general ledger coding and that backup documentation is included.
- Coordinate and ensure that all A/P checks have appropriate signatures.
- Retrieve payment/receipts from various data sources to facilitate posting process.
- Post payments including cash, checks and credit card transactions to accounting system accurately using appropriate G/L codes.
- Prepare check deposits and process via online banking on a regular basis.
- Assist with month-end reconciliations, including but not limited to, bank account reconciliations, deferred revenue accounts, etc.
- Create monthly contract billings and any other non-dues bills as required by contracts or as requested.
- File and maintain financial payables/receivables records.
- Serve as Equity Council finance representative and prepare/present financial updates for monthly meetings.
- Assist with year-end reports and tax filings in a timely manner.
- Assist with administrative functions including but not limited to human resources, benefit administration and office management.
- Assist and support finance director in preparation for annual audits and tax return filings.
- Create, update, and maintain procedure manuals and instructions for all finance related transactions.
- Other duties and projects, as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES

- General knowledge of accounting systems and procedures, Generally Accepted Accounting Principles (GAAP), Company accounting policies, practices, and procedures.
- Highly organized and detail oriented with ability to multi-task and prioritize workload to meet deadlines.
- Commitment to a high level of accuracy.
- Excellent communication and interpersonal skills including the ability to work with all levels of an organization and outside parties.
- Proficient with the use of personal computers and applications including accounting systems, membership databases, Excel, Word, Outlook and internet. Sage 100 experience a plus.

MINIMUM QUALIFICATIONS

- Two years of accounting coursework or 3+ years of professional experience in bookkeeping or an accounting-related role.
- A/P, A/R, and G/L experience preferred.

SUCCESS FACTORS

- Accuracy and attention to detail.
- Self-directed and able to work independently with minimal supervision.
- Dependable and flexible.

WORKING CONDITIONS

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work is normally performed in a typical interior/office work environment.
- No or very limited exposure to physical risk.
- The employee may be required to push, pull, lift, and/or carry up to 20 pounds. Occasionally that requirement may be higher.
- The noise level in the work environment is usually quiet and, at all times, is within safe OSHA decibel constraints.

Salary Range: \$20.32 – \$24.16 per hour

To apply please submit a cover letter and resume to careers@portlandalliance.com.

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