

STAFF ACCOUNTANT

Job Description



DEPARTMENT: FINANCE AND OPERATIONS
REPORTS TO: VP, FINANCE AND OPERATIONS
FLSA STATUS: NON-EXEMPT
EMPLOYMENT STATUS: FULL-TIME

ABOUT US

The Portland Business Alliance (“Alliance”) serves as the umbrella that connects several collaborative affiliate entities including: the Portland Metro Chamber, Downtown Portland Clean and Safe and the Charitable Institute.

Our mission is to create opportunities and advance the well-being for all who live and work in the greater Portland and SW Washington region. Our vision is a healthy and resilient business ecosystem across the Portland metro region. Our values of equity, collaboration, resiliency, integrity and transparency guide our work.

SUMMARY

This position plays a key role in ensuring the accurate and timely financial management of the organization’s accounting records. This position will support the VP of Finance in maintaining the general ledgers, processing financial transactions, preparing financial reports, and assisting with the overall financial health of all Alliance affiliated organizations. The Staff Accountant is expected to demonstrate a commitment to the mission of the organization while maintaining high standards of financial integrity.

ESSENTIAL FUNCTIONS

- Prepares and posts journal entries for various transactions, ensuring accuracy and compliance with nonprofit accounting standards.
- Ensures accuracy and timely recording of transactions and ensures compliance with internal controls and accounting policies, as well as relevant government regulations and nonprofit accounting standards.
- Reconciles all balance sheet accounts on a monthly basis.
- Reconciles bank accounts at least monthly, verifies deposits, and addresses inquiries from banks.
- Reconciles cash disbursement accounts, payroll, and other financial accounts.
- Assists in month-end and year-end closing processes to ensure financial reports are accurate and completed on time.
- Processes accounts receivable and payable transactions.
- Verifies and/or completes payment of invoices associated with accounts payable and ensures payments are charged to the appropriate accounts.

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- Assists with budget preparation and monthly monitoring.
- Tracks and reports on financial status of grants, assist with payroll processing and related reports as needed.
- Provides outside auditors with assistance; gathers necessary account information and documents to perform annual audit and tax filings.
- Maintains knowledge of acceptable accounting practices and procedures. Continuously improves financial processes to increase efficiency and accuracy.
- Provides support for special projects and other duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES

- Accounting: The knowledge of accounting theory, principles, and practices.
- Attention to Detail: The ability to pay close attention to accuracy and precision in work tasks.
- Compliance: The understanding and adherence to laws, regulations, policies, and procedures relevant to the job or industry.
- Analytical Skills: The ability to analyze data, information, and situations to draw conclusions and make recommendations.
- Budgeting and Financial Management: The ability to develop, manage, and monitor budgets, financial resources, and financial performance.
- Adaptability: The ability to adjust to new situations, environments, and changing priorities.
- Communication: The ability to effectively convey information and ideas through written, verbal, and non-verbal means.
- Grant and Contract Management: The knowledge of grant and contract administration processes and procedures.
- Initiative: The ability to take proactive actions and demonstrate resourcefulness in identifying and addressing challenges.
- Problem Solving: The ability to analyze situations, identify problems, and develop and implement effective solutions.
- Organization Skills: Ability to organize and maintain an effective and efficient work environment.
- Time Management: The ability to effectively manage one's time and prioritize tasks to meet deadlines and achieve goals.

MINIMUM QUALIFICATIONS

- A bachelor's degree in accounting, finance or similar subject is required for this role.
- Three to Five years of related experience.

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- An equivalent combination of education, training, and experience may be used to satisfy these requirements.

SUCCESS FACTORS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodation may be provided to enable individuals with disabilities to perform essential duties.

LOCATION: Portland, OR – This position will have the opportunity to work remotely two days per week

SALARY RANGE: \$31.73 - \$33.33 per hour, depending on experience (\$65,990 - \$69,324, annualized)

BENEFITS: Paid time off, medical, dental, vision, 401K, disability and life insurance, employee assistance plan and more.

WORKING CONDITIONS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties of this job. The work environment characteristics described here are representative of those an employee encounters while performing the essential duties of this job. Reasonable accommodation may be provided to enable individuals with disabilities to perform essential duties.

- Moves regularly throughout the day in an office environment.
- Prolonged periods sitting or standing at a desk and working on a computer.
- Must be able to occasionally lift, carry, push, and/or pull up to 25 pounds.
- Communicates regularly throughout the day via email, messages, and phone calls.
- Performs repetitive tasks such as typing or data entry.
- The typical noise level is moderate.

The Portland Business Alliance is an equal opportunity employer and does not discriminate against any employee or applicant on the basis of age, color, disability, gender, gender identity, national origin, race, religion, sexual orientation, veteran status, or any classification protected by federal, state, or local law.

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