Position: Accounting Assistant

Reports to: Controller

Status: Non-Exempt

Full-time (this is not a remote job)

COVID-19 considerations:
This position is on-site Monday through Friday. COVID-19 office practices follow CDC guidelines: wearing masks, social distancing, washing hands often, cleaning offices and wiping common areas.

Pay Range: $15.00 - $18.51 per hour

Benefits
Excellent benefits package includes paid holidays, generous PTO, medical, dental, and vision premiums partly employer-paid for employee and family, and 403(b) with employer match. Eligibility for benefits begins on the first of the month after the start of employment.

About Oregon Human Development Corporation
Oregon Human Development Corporation (OHDC) is a non-for-profit human service organization that has been providing services for farmworkers and disadvantaged individuals throughout Oregon continuously since 1979. The services include support, referral, advocacy, resources, assistance and education. These programs are funded through a variety of contracts with federal, state, local, and private funding sources.

Typical Duties:
- Timely process high volume Accounts Payable
- Perform semi-monthly Payroll
- Complete projects using in Microsoft Excel and Word
- Assist with month-end reconciliations and allocation pools
- Organize, track, and file paper records
- Work with vendors to resolve discrepancies
- Assist with audits and monitoring
- Provide backup to the finance team
• Special projects as needed
• Other duties as assigned

Note: This position does not typically supervise any employees. It will however be asked on occasion to train, orient, and direct the work of new employees.

Required Knowledge, Skills, and Abilities
• Two years Accounts Payable experience
• Two years Payroll experience, including benefits
• Understanding of Generally Accepted Accounting Principles
• Excellent communication skills and intercultural competency
• Ability to plan and organize work to ensure timely completion
• A strong service orientation and eagerness to assist wherever needed
• Proficiency with Microsoft Excel, Word and Outlook
• Flexibility to work occasional evenings or weekends

Desired Knowledge, Skills, and Abilities
• Knowledge of Federal expenditure rules
• Bachelors or Associates degree in Accounting or related subject
• Experience with Abila MIP Fund Accounting software
• Non-profit accounting experience
• Grant billing and funding experience

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Duties, responsibilities and activities may change or new ones may be assigned at any time with or without notice.

How to apply

Send your cover letter and resume to:
Brian York, Controller
Brian.york@ohdc.org