Position: Senior Accountant

Reports to: Controller

Status: 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: $47,000 to $58,000 annually

Benefits: Excellent benefits package includes paid holidays, generous PTO, medical/dental/vision premiums partially employer, and 403(b) 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
- Arrange Federal funding draws and invoice other types of grants
- Track bank account balances and advise treasury functions
- Reconciliations: bank accounts, benefits, general ledger, and other
- Journal entries: A/R, monthly allocations, pooled costs, etc.
- Conduct new employee onboarding
- Maintain employee handbook in conjunction with management
- Oversee and assist with Payroll and complete payroll tax reporting
- Provide backup to 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**
- A strong service orientation, eagerness to assist wherever needed
- Understanding of Generally Accepted Accounting Principles (GAAP)
- Experience with general ledger reconciliations
- Excellent communication skills and intercultural competency
- Ability to prioritize and manage multiple projects
- Bachelor’s degree in Accounting or related field
- Three years accounting experience
- Experience closing month-end, quarter-end, and year-end
- Proficiency in Microsoft Excel, Word and Outlook
- Flexibility to work occasional evenings or weekends

**Desired Knowledge, Skills, and Abilities**
- Familiarity with Federal grants
- Knowledge of Abila MIP Fund Accounting software
- Experience in non-profit accounting
- Benefits administration

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