



NOW HIRING **Accountant**

Application Deadline: September 20, 2020

Job Title: Accountant
Department: Operations
Reports to: Chief Operating Officer
Classification: Exempt, 1 FTE (40 hours/week)
Salary range: \$54-\$58K

SPECIAL COVID-19 UPDATE AND NEW POSTING: We are actively tracking the status of this disease and are doing everything we can to keep our staff, volunteers, and community safe. Portland Audubon's offices, Interpretive Center, and Nature Store are currently closed to the public and staff are mostly working remotely at least until the Governor and/or Oregon Health Authority give new guidance, at which time we will reassess. We are anticipating to conduct interviews for the Accounting position around late September. We do, however, want to remain flexible to care for the changing circumstances of Covid-19 and to make sure that we continue to keep any new employees and our current staff safe during this time. The following is our anticipated interview dates:

- **First round interview - September 25 over Zoom**
- **Second round interview - September 30 over Zoom**

Benefits Include:

- Medical insurance: 100% payment of premiums for medical and dental insurance, for employee only
- Competitive leave benefits including vacation, sick, and family leave
- Ability to attend free or subsidized courses at Portland Audubon
- Substantial discount at our Nature Store, including optics
- Opportunity to work in one of the most beautiful forests in Oregon

About Portland Audubon

Portland Audubon has been a leading voice in conservation for over a century. Through conservation advocacy, environmental education, and wildlife rehabilitation, we promote the understanding, enjoyment, and protection of native birds, other wildlife and their habitats. We are located in a 150-acre wildlife sanctuary in Forest Park, just minutes from downtown Portland.

Portland Audubon is committed to building a diverse and inclusive environment, reflecting the diversity of our community in its board, staff, volunteers, and members; ensuring its internal culture, business practices, and programs are welcoming and advance its diversity goals; and empowering people to make positive changes in their community and environment. This position is expected to serve diverse audiences and help advance Portland Audubon's diversity strategies. More background on our diversity efforts can be found at audubonportland.org/about.

Position Summary

The Accountant executes bookkeeping, accounting, and government reporting functions. Portland Audubon's Accountant performs a variety of professional level accounting duties involved in preparing, maintaining, analyzing, verifying, and reconciling complex financial transactions, statements, records, and reports; maintains the accuracy of ledgers and financial systems; assists in the preparation of assigned budgets, annual audit, and year-end closing; carries out the duties of all payroll functions, and provides a high level of accuracy and assistance to the COO and key staff.

Essential Duties & Responsibilities

- Carry out all aspects of day-to-day bookkeeping and accounting processes including but not limited to: A/P, A/R, general ledger including monthly tracking of fund/investment activities, and account reconciliation, with account controls coordinated with COO
- Provide regular department reports and work closely with budget managers to support them in their program areas budget tracking
- Execute monthly payroll for all employees and form 1099s for Non-employee Compensation
- Work with Senior HR and Equity Manager to administer employee financial benefits such as health insurance, retirement accounts, and disability, and support other financial and payroll functions as necessary.
- Prepare Monthly Journal Entries including prepaid expense, deferred revenue, and temp-restricted fund released in accordance with GAAP
- Maintain an accurate and complete trail of supporting documentation for all financial and bookkeeping activities, year-end working papers and spreadsheets, and assist with preparations for yearly independent audits
- Apply equity lens to work and be accountable for ensuring equitable practices
- Work with outside CPA to complete 990 non-profit income tax information returns
- Propose and implement, process improvements, cost and time efficiencies in the Accounting and Finance function and for the whole organization
- Attend and support monthly board Finance Committee meetings with COO
- Other accounting/bookkeeping related duties as assigned

Preferred Skills & Experience

- Bachelor's degree in accounting or a related field or a minimum of three years of non-profit accounting experience
- Ability to juggle competing priorities, and work with individuals from all departments
- Familiarity with GAAP (Generally Accepted Accounting Principles)
- Proficiency in Quickbooks
- Diversity, Equity, & Inclusion competency and consciousness



Work Environment and Requirements

The work environment and requirements described below are essential to successfully perform the functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the necessary functions.

- Occasional work after-hours and weekends
- Engage in regular communication in-person as well as through electronic means
- Ability to work in a multi-functional setting with a variety of open and closed office spaces (due to Covid-19 in office work is limited)
- Able to work remotely as needed

Application

Portland Audubon does not discriminate on the basis of race; creed; sex; sexual orientation; gender identity; age; religion; marital status; national origin or ancestry; political affiliation; citizenship; lawful immigration status; or mental, physical or medical disability; Veteran status; or liability for service in the United States Armed Forces.

Applicants of color, immigrants, and other underserved persons are encouraged to apply.

How to Apply

Please email your cover letter, resume, and completed employment application* to jobs@audubonportland.org with subject: "Accountant"

*Employment application available at www.audubonportland.org/about/jobs

EMAIL SUBMISSIONS PREFERRED

To submit via US Postal Service:

Keia Booker, HR and Equity Manager
Attn: Accounting Manager
5151 NW Cornell Road
Portland, OR 97210

Application Deadline: midnight on Sunday, September 20, 2020



Diversity Statement

Portland Audubon believes that inspiring all people to love and protect nature is best achieved when we embrace diversity as a value and practice. In the same way an ecosystem needs many types of plants and wildlife, an organization thrives when it includes a diversity of people and perspectives. We recognize that inequities are widespread and create gaps between our present reality and our aspirations. Audubon is committed to:

- Reflecting the diversity of the community in our board, staff, volunteers, and members.
- Ensuring our internal culture, business practices, and programs are welcoming and advance our diversity goals.
- Empowering people to make positive changes in their community and environment.

Portland Audubon has nearly completed two years of a five-year strategic plan. A core priority moving forward is to infuse equity, inclusion, and diversity (EID) into all of the goals and work of the organization. This position will play an important role in achieving the organization's EID goals through engagement with staff, board members, donors, volunteers and the public. We recognize that in order to serve diverse communities we must also have diversity represented in our staff. Applicants of color, immigrants, and other underserved persons are encouraged to apply.

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