NOW HIRING

Staff Accountant

Application Deadline: March 23, 2022

Job Title: Staff Accountant
Department: Operations
Reports to: Accounting Manager
Classification: Non-exempt, Full-time 1 FTE (40 hours/wk)
Salary: $20 - $22.50/hour, commensurate with experience

Benefits Include:
- Medical insurance: 100% payment of premiums for medical and dental insurance
- Competitive leave benefits including vacation, sick, and family leave
- 401(k) 3% match plus a discretionary annual fixed amount contribution
- Ability to attend free or subsidized courses at Portland Audubon
- Substantial discount at our Nature Store, including optics
- Opportunity to work in a setting surrounded by Portland Audubon’s 172-acre Wildlife Sanctuary

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. The Portland Audubon Wildlife Care Center is Oregon’s oldest and busiest wildlife rehabilitation facility, treating 2,000-3,000 animals and responding to approximately 10,000 wildlife related phone-calls annually. The Wildlife Care Center is supported by permanent and seasonal staff, and between 60-70 volunteers.

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. More background on our diversity efforts can be found at audubonportland.org/about.
Position Summary

The Staff Accountant executes bookkeeping and accounting functions under the Accounting Manager. Portland Audubon’s Staff Accountant performs a variety of regular and recurring moderately complex bookkeeping and accounting processes involved in preparing, maintaining, and reconciling financial transactions, statements and reports; carries out the duties of all payroll functions; assists the Accounting Manager with the annual audit and year-end closing; and provides a high level of accuracy and assistance to the Accounting Manager, COO, and departmental staff.

Essential Duties & Responsibilities

- Accounts Payable: data entry of invoices and credit memos ensuring proper approvals, timely and accurate payment processing and vendor account reconciliation, 1099 reporting, vendor set up and maintenance, processing weekly check runs through online bill pay
- Manage employee credit card expense tracking and data entry
- Accounts Receivable: data entry of donations, grants, Nature Store sales, and Education department fees.
- Execute monthly payroll for all employees.
- Work with the Accounting Manager to administer employee benefits such as health insurance, retirement accounts, disability, and time off tracking. Support other payroll functions as necessary.
- Assist with the monthly close process by preparing accounts for reconciliation; creating journal entries for prepaid expenses and deferred revenue; and providing departmental reports to budget managers.
- Maintain an accurate and complete trail of supporting documentation for all financial activities.
- Assist with preparation for yearly independent audit with outside CPA firm.
- Work closely with staff from across the organization as well as the Accounting Manager.
- Apply equity lens to work and be accountable for ensuring equitable practices.

Preferred Skills & Experience

- Three years accounting experience and a bachelor’s degree
- Ability to juggle multiple priorities and work with individuals from all departments
- Highly adaptable to a multitude of software and online applications
- Proficiency with QuickBooks Desktop
- Diversity, Equity, & Inclusion competency and consciousness
- Nonprofit accounting
- Ability to work independently with minimal supervision
- Strong organizational skills

Working Conditions

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, age, religion, marital status, national origin, political affiliation or mental or physical handicap. Candidates of color are strongly encouraged to apply. 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. All Portland Audubon employees are expected to serve diverse audiences and help advance our diversity strategies. More background on our diversity efforts can be found at http://audubonportland.org/about.

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How to Apply

ONLINE SUBMISSIONS PREFERRED

Apply online at https://portlandaudubon.bamboohr.com/jobs/

To submit via US Postal Service:
Please send your resume, cover letter and the application found on our website to:

Human Resources
Portland Audubon
REF: Staff Accountant
5151 NW Cornell Road
Portland, OR 97210

APPLICATION DEADLINE: On or before midnight on March 23, 2022
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 completed four 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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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.