NOW HIRING

Accounting Manager

Application Deadline: January 4, 2023

Job Title: Accounting Manager
Department: Operations
Location: Hybrid
Reports to: Chief Operating Officer
Supervises: Staff Accountant, Volunteer(s)
Classification: Exempt, Full-time 1 FTE (40 hours/week)
Salary: $65,000-$72,000 DOE

Benefits Include:
- Medical insurance: 100% payment of premiums for medical and dental insurance, for employees only
- Competitive leave benefits which include two (2) weeks paid vacation during a staff member’s first year of employment (with incremental accrual increases beyond year one), accrual of eight (8) hours paid sick time per month, eight (8) recognized paid holidays as well as 40 hours of flexible holiday time per year, 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 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 collaboration with a vast network of advocates, nature enthusiasts, and partners, we inspire and connect people to nature through a variety of programs that are grounded in science and learning. We are located in a 172-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 staff to make positive changes in their environment and in Portland Audubon’s culture. 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.
**Position Summary**

The Accounting Manager ensures bookkeeping, accounting, and government reporting functions are performed in a timely and accurate fashion. Portland Audubon’s Accounting Manager 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; supports all payroll functions, and provides a high level of accuracy and assistance to the COO and key staff.

**Essential Duties and Responsibilities**

- Support and provide oversight to the Staff Accountant with regards to day-to-day bookkeeping and accounting processes including A/P, A/R, and payroll.
- Prepare bank and investment accounts for monthly reconciliation by COO.
- Reconcile donations, grants, Nature Store sales, and Education department fees on a monthly basis.
- Prepare Monthly Journal Entries including prepaid expense, deferred revenue, and temporarily restricted funds released in accordance with GAAP.
- Manage systems for restricted funds and related expenses.
- Work with Senior HR and Equity Manager to administer and report on employee financial benefits such as health insurance, retirement accounts, and disability, and support other financial and payroll functions as necessary.
- Support staff across the organization with accounting information and training.
- Manage month end close process.
- Maintain an accurate and complete trail of supporting documentation for all financial activities, year-end working papers and spreadsheets.
- Prepare yearly independent audit schedules and coordinate with outside CPA firm for independent audit and annual tax forms.
- Apply equity lens to work and be accountable for ensuring equitable practices.
- Attend and support monthly board Finance Committee meetings with COO.
- Propose and implement, process improvements, cost and time efficiencies in the Accounting and Finance function and for the whole organization.
- Other accounting/bookkeeping related duties as assigned.

**Preferred Skills and Experience**

- Three years of accounting experience.
- Bachelor’s degree (degree in Accounting is preferred).
- Nonprofit accounting experience and knowledge of fund accounting preferred.
- Ability to juggle competing priorities, and work with individuals from all departments.
- Ability to work independently with minimal supervision.
- Knowledge and experience applying (Generally Accepted Accounting Principles) as it relates to nonprofit accounting.
- Proficiency in Quickbooks Online.
- Diversity, Equity, & Inclusion competency and consciousness.
- Strong organizational skills.
Working Conditions

- 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

ONLINE SUBMISSIONS PREFERRED

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

If online submission isn't possible, please submit via US Postal Service:
Please send your resume, cover letter and the application found on our website to:

Human Resources
Portland Audubon
REF: Accounting Manager
5151 NW Cornell Road
Portland, OR 97210

APPLICATION DEADLINE: On or before midnight on January 4, 2023 or until filled.
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.

One of Portland Audubon’s priorities 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.