



Accountant

Portland Housing Center

At the Portland Housing Center, we believe everyone deserves access to homeownership. We make it possible through quality home buyer education, one-on-one guidance, financial education, mortgage services, and a variety of other resources to make homeownership a reality for first time home buyers.

Position

We are looking for an Accountant to maintain all financial transactions, including but not limited to processing A/P to bank deposits and financial statement preparation. To be successful in this role, you should have previous experience with bookkeeping.

Responsibilities

- All accounting transactions including but not limited to processing A/P, grant and contract expense reimbursements, general journal entries and daily cash activity.
- Identify and assign grant/contract codes and track revenue and expenses.
- Reconcile and analyze financial records including revenue, expense and subsidiary ledgers.
- Prepare financial statements, other financial reports and related schedules within specified time period.
- Assist with the annual fiscal year end audit and required schedules.
- Other duties and responsibilities as assigned by Finance Director

Qualifications

- Bachelor's in accounting, finance, or related field.
- Minimum two years' experience in non-profit accounting environment, accounting procedures, including Generally Accepted Accounting Principles (GAAP).
- Experience in Abila MIP software preferred.
- Highly organized, strong attention to detail and analytical.
- Independently motivated and able to meet deadlines with minimal supervision.
- Strong proficiency in MS EXCEL

Working Conditions

Portland Housing Center is an Equal Opportunity Employer; employment decisions are made without regard to race, color, creed, sex, national origin, religion, age, handicap, disability, sexual orientation, family relationship, marital status, political affiliation or any other reason prohibited by law.

This is a Full-Time position. Portland Housing Center provides a normal office environment.