



Accountant

Reports to	Finance Director	Date Issued	5/05/2022
Ideal Start date	6/01/2022	FLSA	Exempt

About Portland Housing Center

Portland Housing Center (PHC) is a nonprofit organization founded in 1991 with support from the City of Portland, local banks, and a concerned community. We were founded to ensure all Portland residents had equal access to information and resources to achieve homeownership. We specialize in providing first time home buyers with education, counseling, financial resources, and other home-buying support. 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.

Culture/EEO Statement

Portland Housing Center is committed to providing equal employment opportunities (EEO) and equal pay to all persons regardless of age, color, national origin, citizenship status, physical or mental disability, race, religion, creed, gender, sex, sexual orientation, gender identity and/or expression, genetic information, marital status, status with regard to public assistance, veteran status, or any other characteristic protected by federal, state, or local law. We continually review and improve our company to ensure it's a safe and supportive environment for everyone. We encourage all to apply who have passion for homeownership and social justice.

Primary Responsibilities

You would be responsible for managing day to day accounting transactions including accounts payable and grant accounting. Under general supervision, you would lead the monthly close process and financial statement preparation.

- 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 balance sheet, statement of activities and other financial reports and related schedules.
- Assist with the annual fiscal year end audit and required schedules.
- Other duties and responsibilities as assigned by Finance Director.

Qualifications

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

- Month end closing experience
- Knowledge and commitment to, the vision and mission of Portland Housing Center
- Ability to work remotely

Working Conditions

Normal office environment.

Portland Housing Center offices remain closed to the public as a result of COVID-19. We are committed to ensuring a safe and healthy environment for our employees and visitors; therefore, most employees work remotely.

This position is located in Portland, OR, PHC staff are currently working remotely, with the potential to return to working on site, at which time, employees will be required to provide proof of full vaccination for COVID-19.

Benefits

The annual salary range for this .80 FTE position is \$47,400 – \$60,200, commensurate with experience and skills. Portland Housing Center offers excellent benefits, including PTO, flex time, medical, dental, vision & prescription insurance, life A&D insurance, 401k with employer contribution, short- & long-term disability.

Please submit your cover letter and resume to HR@portlandhousingcenter.org. This recruitment will remain open until the position is filled.