

Job Posting Details	Staff Accountant
Job Requisition	R-003123 Staff Accountant (Open)
Job Family	Specialist Job Family
Start Date	12/20/2022
End Date	
Worker Sub-Type	Staff Administrative
Location	Downtown Portland
Time Type	Full time
Locations	
Supervisory Organization	Ms. Meg Garvin

Description

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Before beginning your application, make sure to update your [Skills and Experience](#), accessible through the [Talent and Performance](#) icon on the Workday home page.

Instructions on how to do this can be found on the [Workday Help page](#).

Lewis & Clark College is committed to achieving a diverse workforce. Candidates from diverse backgrounds are encouraged to apply. All qualified applicants will receive consideration for employment without regard to status as a protected veteran or a qualified individual with a disability, or other protected status, such as race, religion, color, national origin, sex, gender identity, sexual orientation, marital status or age.

ABOUT THE POSITION:

Under the direction of NCVLI's Director of Administration and Operations, the Staff Accountant will oversee the day-to-day financial management of the organization, including accounts payable, billing/receivables, payroll, financial reporting, and maintaining accounting systems. The Staff Accountant is responsible for operation, management, and maintenance of NCVLI accounting and financial reporting system. In this role, the Staff Accountant will lead all financial budgeting, tracking, billing and reporting as it relates to training contractors, subgrantees and multi-year State and Federal grant awards. Working with organizational leadership, this position will assist in the annual budget development, and coordinate annual audit preparation. This position includes internal and external functions and duties.

Position is anticipated to be full-time but part-time will be considered with right candidate.

Lewis & Clark College will conduct background checks on the finalist(s) following a conditional offer of employment. Lewis & Clark College is an equal opportunity employer.

ESSENTIAL FUNCTIONS:

General Accounting Services

- Manage accounting and financial reporting systems, ensuring compliance with standards established by the Financial Accounting Standards Board (FASB) and the Governmental Accounting Standards Board (GASB) applicable to nonprofit entities, Generally Accepted Accounting Principles (GAAP) and agency fiscal policies and procedures.
- Maintain day-to-day accounting operations to ensure accurate and complete entry of all NCVLI financial transactions into the accounting system for the processing of invoices, payment requests, and expense reports.
- Prepare all financial statements, including Statement of Financial Position, Statement of Activities, Statement of Cash Flows, and Statement of Functional Expenses, for presentation to NCVLI Executive Director and the Finance Committee of the Board of Directors.
- Prepare organizational budgets and accompanying financial narratives.
- Prepare grant and contract budgets for submission to government and foundation grantors, and contractors.

Monthly/Year-End Accounting Administrative

- Responsible for monthly and year-end reconciliations.
- Implement and monitor the month and year-end closeout accounting schedules.
- Monitor budget performance to inform billings and drawdowns.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

MINIMUM QUALIFICATIONS:

- A four-year degree in accounting or related field of study, with course work and/or non-credentialed training in non-profit or governmental accounting. (Equivalent practical experience can be substituted year-for-year for this education requirement.)
- Two (2) years of experience in bookkeeping and accounting functions, including general ledger responsibilities. Minimum of six months performing these functions within a non-profit or governmental organization or equivalent training or course work.
- Demonstrated working knowledge of generally accepted accounting principles (GAAP).
- Experienced with unique aspects of nonprofit and government accounting, grant accounting and budgeting principles and procedures.
- Detailed oriented accounting professional with proven skills to maintain, prepare and submit a variety of reports with attention to detail within deadlines in a fast-paced environment.
- Competent with complex accounting systems and Windows, Word, and Excel.
- Demonstrated ability to work as part of a team to advance organizational mission and voice and to perform a variety of duties as needed in the organization.
- Experience working with or in diverse communities.
- Committed to issues affecting crime victims as well as to the interconnected issues of racial, economic, and gender justice, and fighting systems of oppression.
- Ability to honor and work with all identities and individuals, particularly those who are underrepresented in the country and/or at Lewis & Clark College.
- Commitment to and ability to articulate NCVLI's mission.

PREFERRED QUALIFICATIONS:

- CPA licensure or advanced business degree (MBA) preferred.
- At least five (5) years of work experience in related fields of financial accounting and budget control (experience specifically with federal contracts and/or grants preferred).
- Experienced managing financial aspects of Federal, State, County, City and/or other jurisdictions' contracts and grants.
- Skilled at effectively presenting financial information and fielding questions from Board, staff and funders.
- Skilled at reading, analyzing and applying complex government regulations and policies.
- Experience with Sage, QuickBooks, or similar accounting software.
- Advanced skills with Word and Excel (working familiarity with Visual Basic and pivot tables).
- Familiarity with and experience in a nonprofit or legal environment is highly desirable.
- Conversational exposure to multiple languages to aid NCVLI's continued efforts toward inclusivity.

Lewis & Clark College adheres to a nondiscriminatory policy with respect to educational programs, activities, employment, and admission. We do not discriminate on the basis of actual or perceived race, color, sex, religion, age, marital status, national origin, the presence of any physical or sensory disability, veteran status, sexual orientation, gender identity, gender expression, or any other basis prohibited by applicable federal, state, and local laws. The Associate Vice President of Human Resources has been designated to handle inquiries regarding employment- and disability-related non-discrimination policies. Title IX inquiries may be directed to the Title IX coordinator or deputy Title IX coordinators (https://www.lclark.edu/about/title_ix_compliance)

Reasonable Accommodation

Federal law requires employers to provide reasonable accommodation to qualified individuals with disabilities. Please tell us if you require a reasonable accommodation to apply for a job or to perform your job. Examples of reasonable accommodation include making a change to the application process or work procedures, providing documents in an alternate format, using a sign language interpreter, or using specialized equipment.

Eligibility to Work

For non-student positions, Lewis & Clark College will conduct a background check on the finalist (unless a background check has been completed within the last 3 years), which will include a criminal record check. If a conviction is discovered, a determination will be made whether the conviction is related to the position for which the individual is applying or would present safety or security risks before an employment decision is made. A criminal conviction does not necessarily automatically bar an applicant from employment.