



Position Announcement: Accounting Manager

Full-time 40 hour full benefits

Status: Nonexempt- Hourly

Organizational Overview:

The Oregon Coalition Against Domestic & Sexual Violence (OCADSV) is a feminist statewide nonprofit corporation comprised of 51 member programs. We offer a number of support services to providers and community partners including systems advocacy; the development and distribution of funds; information, referral and technical assistance; training and education; and shaping public policy around intimate partner violence, sexual violence and stalking. OCADSV was formed to support grassroots efforts to pass legislation important to the anti-violence movement, such as the landmark Oregon Abuse Prevention Act and the Rape in Marriage Law. OCADSV facilitates excellence in training, advocacy and support to programs.

All OCADSV-sponsored worksites are fully wheelchair accessible. We strive to provide a healthy worksite for everyone.

Position Summary:

This position reports directly to the Organization's Executive Director. This position is an integral part of the administrative team, working closely with the Associate director, CPA and Administrative Operations Specialist. The Accounting Manager is responsible for the majority of the Organization's Accounting and Finance functions with support in Human Resources.

Essential Duties:

- Records all daily, weekly and monthly accounting transactions, including month-end and year-end accruals for preparation of monthly financial statements.
- Meets regularly with OCADSV contracted CPA and Administrative Operations Specialist to review accounting transactions.
- Ensures correct and timely accounting of all revenues and expenditures.
- Records all bank deposits/cash receipts.
- Prepares monthly bank reconciliations.
- Prepares month end journal entries and reconciliations of balance sheet accounts including prepaid expenses.
- Reconciles and assists Associate Director in the collection of annual Membership dues.
- Monitors bank account cash levels and reports to the Executive Director the Organizational cash needs.
- Responsible for the collection of timesheets, preparation of the monthly payroll, transmission to Paychex, preparation of payroll journal entries.
- Maintains W-9 forms for independent contractors and ensures proper and timely 1099-year end reporting.

- Provides professional expertise on the development of accounting and administrative policies and procedures to ensure proper internal controls, management reporting and financial accountability.
- Works closely with Executive Director and legal firm on personnel HR policies and procedures and compliance with BOLI, DOL and other labor laws.
- Works with Executive Director to maintain personnel files and ensure that proper documents are maintained in the files and that the files are stored in a secure manner.
- Conducts new hire meetings to complete benefits enrollment, new hire paperwork package and establish personnel file.
- Responsible for the proper posting of the most current wage and hour rules (Federal and State), FMLA, FLA, EEQ, OSHA, Workers compensation compliance, and Job Safety and Health.
- Maintains proper records for 401k benefit to comply with IRS regulations and processes employee contributions monthly and employer matches.
- Prepares workers compensation insurance payroll reports and coordinates audits by workers compensation insurance carrier and NCCI.
- Prepares spreadsheets for allocating annual budget amounts to individual months and accurately records monthly budget amounts in the accounting system.
- Prepares all supporting workpapers for Single audit and related tax returns and interfaces with the outside audit firm during audit fieldwork.
- Prepares all applications and supporting workpapers for the annual liability and workers compensation renewal.
- Assists the Executive Director with annual liability insurance renewals.
- Assists the Executive Director and Associate Director with the annual employee benefits renewals.
- Other duties as assigned.

Secondary Duties:

- Reviews the monthly billing of government contracts prepared by the Associate Director.
- Trains staff and managers on the proper coding of invoices and check requests.
- Prepares ad hoc reports and analysis as needed by the Executive Director.
- Assists the Executive Director in preparing the annual budget.
- Assists the Associate Director with coordinating contractors for computer and phone systems maintenance and repairs.
- Coordinates the proper storage of organizational records and manages maintaining records or destruction according to organizational policies.
- Maintains Accounting and Finance policies for the Organization to follow.
- Assists Executive Director with the updating of Employee Handbook.
- Assist Executive Director with financial presentations to the Board of Directors

Qualifications:

Required Skills & Experience

Qualifications:

Thorough working knowledge of GAAP accounting and not-for-profit accounting. Experience with Government Grants. Working knowledge of Microsoft Office, primarily Excel. QuickBooks experience helpful but not necessary. Ability to focus and work in an active fast paced work environment. Ability to oversee and safeguard confidential and sensitive information. Ability to communicate and work in a collaborative manner with other staff, contractors and agencies. Ability to work independently and meet deadlines. Ability to read, write, and communicate in English.

Formal Education/Training:

Minimum of four-year Accounting degree, and 5 years not-for-profit or other relevant experience.

Work Environment:

This position will work in a traditional, but fast-paced setting. Must be able to sit for prolonged periods of time working in front of a computer monitor. Must be able to work under deadlines and under stress inducing conditions.

People of color and people from historically marginalized communities are strongly encouraged to apply.

THE OREGON COALITION AGAINST DOMESTIC AND SEXUAL VIOLENCE IS AN EQUAL OPPORTUNITY, AFFIRMATIVE ACTION EMPLOYER COMMITTED TO WORKFORCE DIVERSITY.

Compensation:

Salary Range: \$70,000 – 80,000 depending upon experience

To Apply:

Submit a resume and cover letter.

Please email your cover letter and resume

jobs@ocadsv.org

Open until filled.

For more information on the Oregon Coalition Against Domestic & Sexual Violence visit
www.ocadsv.org