



Position: Administrative Clerk (Accounting)

Summary:

Administrative Clerk will perform routine clerical, filing, and data entry tasks for accounting data including accounts payable, billing, and receivables. On the Development side - maintain the required processes and systems to track and manage the donor stewardship programs. This position reports to the Development Director.

Responsibilities

Finance Team Support

- Conducts routine data entry management for accounting records including accounts payable, billing, and accounts receivable.
- Distributes accounting reports as directed.
- Assists with Filing, mail distribution, counting cash and other clerical & organizational tasks as needed
- Performs other related duties as assigned.

Development - Donor Stewardship

- Process accurate donation entry into donor database and ensure reliable donor data
- Manage timely tax receipt distribution for all donations following the donor stewardship plan
- Maintain a culture of gratitude as a baseline for building relationships with donors by making every donor feel special. Coordinate additional thanks to donors with support from the Fundraising Committee
- Manage annual summaries to monthly donors
- Maintain and update filing, and database systems using a computer.
- Own and maintain mailing list and prepares lists as needed for specific mailing projects
- There is opportunity to grow more in the donor stewardship side of things (managing campaigns, etc)

Other Administrative Support

- At least twice a week, pick up mail in Albany and Corvallis, as well as check other sites for mail and delivery as needed.
- Receive, document, and distribute in-kind donations.
- Compile, copy, sort, and file records of office activities, business transactions, and other activities.
- Open, sort, and route incoming mail, answer correspondence, and prepare outgoing mail.
- Contribute to an efficient and welcoming office environment
- Handle Purchasing related tasks by working collaboratively with the team

Qualifications

Required:

- Bachelor's degree or two years relevant experience required
- Familiar with Accounts payable/Accounts receivable
- Excellent writing and grammar and strong interpersonal skills
- Highly detail-oriented and organized, and able to handle multiple projects at once
- High level of computer literacy and a strong aptitude for mastering new computer applications are essential; Ability to be a positive and articulate spokesperson for ending youth homelessness and advocate of Jackson Street Youth Services
- Ability to work successfully both independently and as a team member
- Ability to drive and carry materials
- Ability to pass a criminal history check

Preferred:

- Quickbooks experience/knowledge of accounting software
- Experience with data-entry and databases (especially related to donors) preferred

Pay and Benefits: This position is full-time (35-40 hours/week) with starting pay of \$18.35/hour, depending on experience. Jackson Street benefits include paid time off and holidays; employer contribution toward medical insurance; voluntary dental and vision plans; participation in the OregonSaves retirement plan; Employee Assistance Program (EAP); and discounted Verizon phone service. Our employees have access to extensive learning and development opportunities related to youth homelessness, along with job-specific opportunities to improve professional knowledge and skills.