



Join our growing organization! Jackson Street Youth Services is celebrating its 20<sup>th</sup> year serving Oregon communities in the Linn Benton-Lincoln County region, working tirelessly to end youth homelessness. Our passionate staff and dedicated leadership team consistently deliver cost-effective solutions to our communities.

**Our mission:** *Jackson Street Youth Services is here to promote safety, stability and well-being for youth. We work to prevent homelessness by showing a path to long-term success through building positive relationships and teaching skills for self-sufficiency.*

**Position:** Bookkeeper, part-time to full-time, TBD

**Responsibilities:**

- Understand the day-to-day financial transactions of our organization and the associated funding sources (donations, grants, and contracts)
- Work with the Finance Director to create and maintain a calendar of all bookkeeping tasks • Assure that financial operations are conducted using best practices for non-profit organizations that are based on research and experience
- Maintain financial processes and documentation that sustain a high level of integrity, transparency, and stewardship
- Work with the Finance Director to assure that our organization complies with federal, state, and local regulatory requirements for non-profits; advise Management regarding actions needed to remain in compliance
- Work with the Finance Director to prepare a variety of monthly, quarterly, and annual reports– for regulators, for funders, and for use by Management and the Board of Directors to aid in sound decision-making
- Prepare payroll for 30-40 employees each month; assure that payroll taxes and other liabilities are paid on time; file quarterly and annual payroll reports with regulators; generate monthly payroll reports for Management and program supervisors
- In collaboration with the Finance Director and Board Treasurer, prepare and document monthly account reconciliations
- Work closely with the Finance Director and CPA firm to prepare for annual audits; provide auditors with the reports and records, and documents they need
- Handle all bookkeeping steps related to Accounts Payable, staff reimbursements, and other payments made by check, credit card, and EFT for 40-50 transactions each month
- Work with the Finance Director, Grants Officer, Program Director, and program supervisors to prepare invoices and receive monthly and quarterly payments from grants and contracts (Accounts Receivable) ←Work with the Development Staff to receive, record, process, and deposit contributions made by check; assure that on-line and EFT contributions are properly recorded
- Contribute to Jackson Street’s team effort to assist homeless youth by means of a thorough understanding of our programs and commitment to their goals, creative collaborations with other staff, and a spirit of unstinting service to our clients, donors, and partners

## Education, Experience, Certifications

- Minimum of 3 years of bookkeeping experience, preferably in a nonprofit environment, including experience with grant-reporting
- Proficiency with QuickBooks Desktop, Excel and other Microsoft Office applications; experience with Google Drive applications is a plus
- Working knowledge of basic accounting principles (including GAAP), business and non-profit compliance requirements, and best practices
- Proficient keyboard and numeric data-entry skills
- Bachelor's degree in accounting, finance, or related field is a plus
- Ability to pass a Criminal Background Check and become an Approved Driver (license, insurance, DMV record)

## Desired Qualifications & Skills

- Able to enjoy both working independently and collaborating as an essential team member • Demonstrated skills in analyzing information -- both text and figures -- and financial forensics: a passion for efficiently finding and correcting financial errors
- Able to develop and adhere to financial protocols and standards
- Able to deal with complexity, including diverse funding streams and reporting requirements • Attention to detail
- Time management skills to meet deadlines; multi-tasking skills to deal with competing priorities • Ability to thrive under pressure, knowing that you are an essential part of an organization that employs dozens, serves hundreds, and receives support from thousands of people in our community.

## Pay & Benefits

The Bookkeeper role will start as a part-time position (0.5 to 0.75 FTE), with full-time employment possible in the future. Pay range is \$19 to \$23/hour depending on qualifications and experience. The work schedule is flexible, to be developed in coordination with the Finance Director. During the COVID-19 pandemic, work will primarily be remote, though some functions (such as collection/deposit of checks) will require in-person work at our downtown Corvallis office. Post-pandemic, the work location is expected to be on-site, but is negotiable depending on personal circumstances and work performance. Jackson Street provides excellent benefits, including paid time off and holiday pay; substantial employer-contribution toward medical insurance; voluntary dental, and vision plans; and participation in the OregonSaves retirement plan. 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. If you have a particular needs or wishes related to scheduling and/or benefits, let us know.

**To Apply:** Please visit our website: <http://jacksonstreet.org/get-involved-employment>

*Jackson Street is committed to building a diverse staff and strongly encourages applications from candidates of color and LGBTQ. We are committed to equity, diversity, and inclusion. We are an equal opportunity employer and do not discriminate on the basis of race, color, sex, sexual orientation, age, religion, creed, marital status, national origin, political affiliation, disability, veteran status, or any other such classifications.*