



PO Box 285 ° Corvallis, OR 97339
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1-800-901-2904
www.jacksonstreet.org

Position: Bookkeeper

Purpose: Provide oversight of organization's financial data and compliance by maintaining accurate books on accounts payable and receivable, payroll, and daily financial entries and reconciliations. Perform daily accounting tasks, such as monthly financial reporting, general ledger entries, and record payments and adjustments.

Responsibilities:

- Understand the day-to-day financial transactions of our organization and the associated funding sources (donations, grants, and contracts)
- Work with Finance personnel 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 Finance personnel 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 Finance personnel 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 all 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 leadership
- In collaboration with Finance personnel and Board Treasurer, prepare and document monthly account reconciliations
- Work closely with Finance personnel 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
- Work with Finance personnel, 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 Team 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

Qualifications:***Minimum-***

- 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
- Ability to pass a Criminal Background Check and become an Approved Driver (license, insurance, DMV record)

Other-

- Bachelor's degree in accounting, finance, or related field is a plus
- 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 and Benefits: Salary starts at \$38,168/year. Benefits include paid time off and holidays, medical insurance with substantial employer subsidy, voluntary vision and dental plans, enrollment in Oregon Saves retirement plan, Employee Assistance Program (EAP), and discounted Verizon Wireless personal phone service.