



Job Announcement

Posted: August 16, 2018

Accounting Specialist II

ACCESS is a team of Superheroes that make a difference in the community every day. If you are a dedicated hardworking person interested in helping build your community then ACCESS is the place for you. Bring your attention to detail, accounting expertise, and drive to make a difference to the ACCESS team. ACCESS is a non-profit 501(c)3 organization with an approximate \$16M budget.

Job Title:	Accounting Specialist II
Job Hours:	Full Time (Non-Exempt)
Salary:	\$17.25 - \$19.25 hourly DOE
Benefits Offered:	Health, Dental, RX, Vision, FSA, Vacation, Sick, Holidays, 403B Plan

Position Summary

The Accounting Specialist II will be responsible, in coordination with the accounting team, for handling the day-to-day accounting functions for ACCESS. This position will be responsible for the agency, various Limited Liability Partnerships and subsidiary organizations; ensuring that all transactions are accounted for in accordance with Generally Accepted Accounting Principles in the United States of America.

Primary Duties & Responsibilities

- Internal monitoring of ACCESS programs, including multi-family rental properties.
- Accounting for and performing grant cash draws for the agency.
- Processing Accounts Payable (A/P) and Accounts Receivable (A/R) functions along with Cash Disbursements (CD).
- Assist with monthly, quarterly and annual reporting.
- Reporting on variances from prior year expenditures.
- Identify internal control risks for Finance/Compliance Manager or Finance Director.

Primary Requirements

- Belief in ACCESS' mission to help people help themselves
- At least 3 years of accounting experience.
- Demonstrated knowledge of non-profit and fund accounting with extensive knowledge of US GAAP.
- Excellent organizational, problem-solving, and communication skills.
- Valid Oregon driver's license with record that is acceptable under ACCESS' insurance policies.

Preferred Qualifications

- Expertise with MIP Fund Accounting software.
- Previous experience in property management accounting.
- Knowledge of payroll and payroll tax procedures as they apply to federal and Oregon state regulations and reporting requirements.

Apply by Sending Application, Cover Letter & Resume To

ACCESS Attn: Human Resources; 3630 Aviation Way, Medford, OR 97504

OR Email jzomerdyk@accesshelps.org

Visit www.accesshelps.org for more information