

Mid-Columbia Community Action Council

JOB DESCRIPTION

Job Title: Program Accounting Specialist

Why work at MCCAC?

Mid-Columbia Community Action Council (MCCAC), located in heart of the beautiful Columbia River Gorge, serves Hood River, Wasco and Sherman Counties. MCCAC offers programs and services to ensure our most vulnerable community members have access to healthy, safe, stable and affordable housing. This is accomplished through our housing, energy/utility payment assistance and weatherization programs. MCCAC envisions a thriving community where our friends and neighbors have opportunities to be successful and thrive.

Job Purpose:

The Program Accounting Specialist will assist the Housing Stabilization, Energy and Weatherization Program Managers and staff infiscal efficiency and oversight across programs in the MCCAC service area. This position will be instrumental in facilitating fiscal communications between the Finance and Program departments on a on-going basis.

Duties, Tasks, and Responsibilities:

Program Administration

- Assist the Finance Manager with day-to-day, monthly, and year-end operations of the accounting/finance department including grant management and budget review analysis
- Perform the processing and recording of Accounts Payable transactions and ensure that all invoices are paid accurately and in accordance with finance policies and procedures
- Perform general account reconciliations including bank statements, employees benefit costs, accruals, prepaid expenses
- Develop tools for program specific fiscal oversight
- Coordinate with Program management and staff to ensure program spending is accurately projected and tracked
- Payroll processing for MCCAC employees
- Prepare and submit vendor and account invoices
- Data entry into accounting software systems
- Perform filing and general administration tasks
- Maintain proper backup files for research and reference

Program Compliance:

- Review payable accounts to ensure the information is properly recorded and the records contain appropriate authorizations for payment
- Ensures data and file quality for all accounting programs and account management systems
- Maintaining current knowledge of procurement policies and procedures
- Maintaining current knowledge of Oregon Administrative rules and guidelines for existing MCCAC grants
- Maintaining current knowledge of Federal and State guidelines for non-profit agencies
- Ensures compliance with all contractual requirements for MCCAC programs
- Assures that all required systems and records are maintained and up-to-date

Liaison/Public Relations:

- Represents MCCAC in local, state, regional, and national forums, acting as a conduit for input and information, and promoting innovation at all levels

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- Strong commitment to equity and racial justice reflected in internal and external interactions and through work product

Knowledge, Skills, and Abilities:

- Skills, knowledge and demonstrated abilities in areas of account management and/or bookkeeping
- Accuracy in data entry
- Ability to integrate a racial equity lens into agency accounting practices
- Excellent oral and written communication skills
- Organized, accurate and concise with attention to detail
- Proficiency in Microsoft Office platforms, especially Excel. Knowledge of Quickbooks a plus
- Ability to multi-task and collaborate with others
- Ability to work under competing deadlines with minimal supervision

Qualifications:

- Degree in a field with demonstrated relevance to accounting/finance a plus. Minimum of High School diploma or GED equivalent required.
- Experience in accounting, bookkeeping, or finance procedures
- Knowledge of current best practices in financial management roles

Position Details:

- The position requires some overnight and out of area travel.
- This position is rated as active with frequent kneeling, stooping, bending, and sitting, regularly requires the individual to lift 30 pounds
- The duties outlined in this job description are not all inclusive and additional duties and tasks will be assigned as required.
- Prior to date of hire, and throughout employment certification of the following are required:
 - Valid driver's license
 - Proof of current auto insurance
- MCCAC is an equal employment opportunity provider.
- Location: Hood River and The Dalles
- Fair Labor Standards Classification: Limited Duration (12 months). Position may become permanent if funding permits
- Reports to: Finance Manager

Salary and Benefits Information

Annual Salary: \$36,000

- Benefits: MCCAC offers an excellent benefits package including Blue Cross medical insurance with the agency covering 90% for employees and dependents. Dental and vision coverage. Life insurance, 401k, paid vacation and sick leave.

To Apply

Submit resume and cover letter to ccarbone@mccac.com. Cover letters should include why you are uniquely qualified to serve in the position and what strengths you would bring to the role.

Veterans, people of color and people with lived experience are encouraged to apply.

Position will remain open until filled.