



JOB ANNOUNCEMENT

Yamhill Community Action Partnership (YCAP)
www.yamhillcap.org

POSITION TITLE: Staff Accountant
RESPONSIBLE TO: Finance Director

RESPONSIBLE FOR: The Staff Accountant position is a full-time, non-exempt position that provides internal accounting support. This position will also support the daily activities in the Finance Department, such as data input. This position assists with fiscal procedures and risk management to efficiently facilitate management decisions and operations. M-F, 20-30 hours per week.

STATUS: Full-time, non-exempt
WAGE: \$18.64 - \$24.24/per hour, DOE
BENEFITS: Sick & vacation leave. Medical for full-time employees at no monthly cost; family coverage available; dental, life, short/long term disability, employer match up to 3% in 401k account.

KNOWLEDGE, SKILLS, & ABILITIES

Bachelor's Degree in Accounting with 2 to 4 years accounting experience or equivalent accounting experience
Working knowledge of accounting and payroll principals
Experience in working with Procurement, obtaining bids and reviewing purchasing contracts
Knowledge accounting software programs
Spreadsheet and database experience – Excel preferred, in producing financial reports
Must be accurate and detail oriented
Skill in verbal and written communications, problem solving, and team work
Ability to work independently on multiple projects in a timely fashion
Ability to maintain confidentiality.
Ability to work with diverse people, organizations and situation
Valid driver's license and the ability to pass drug/alcohol & background check and insurance check of driving record

JOB DESCRIPTION: Yamhillcap.org

CONTACT: Send Resume and letter of interest to:
alainab@yamhillcap.org
or
YCAP Human Resources
P.O. Box 621
McMinnville, Oregon 97128

Date of Posting – May 4, 2020



1317 NE Dustin Court PO Box 621 McMinnville, OR 97128 Phone: 503-472-0457 Fax: 503-472-5555
Youth Outreach: 719 E First Street Newberg, OR 97132 Phone: 503-538-8023 Fax: 503-538-2100
CCB #50960 This institution is an equal opportunity provider.



Yamhill Community Action Partnership

Job Description rev. May, 2020

POSITION TITLE: Staff Accountant
RESPONSIBLE TO: Finance Director

RESPONSIBLE FOR:

The Finance Specialist position is a part-time, non-exempt position that provides internal accounting support. This position will also support the daily activities in the Finance Department, such as data input. This position assists with fiscal procedures and risk management to efficiently facilitate management decisions and operations. M-F, 20-30 hours per week.

DUTIES:

1. Provide quality service to staff, clients and the public through active listening, positive problem solving, and appropriate, timely responses.
2. Develop and maintain agency procurement policy including obtaining bids and purchasing contracts, and drafting RFP's if needed.
3. Develop and maintain grant and funding documentation and assist with monthly grant draws.
4. Develop and maintain high risk inventory and agency fixed assets.
5. Provide back-up for processing bi-monthly payroll, weekly accounts payable, vendor maintenance and daily deposits.
6. Prepare budget and year-end reports and assist program directors or management teams with data and evaluations as needed.
7. Prepare quarterly State and Federal payroll tax reports.
8. Maintain accounting instruction manual.
9. Assist the Finance Director in preparation for annual audit and program monitoring during the year.
10. Reconcile balance sheet accounts on a monthly/quarterly basis as requested by Finance Director.
11. Other duties as assigned.

KNOWLEDGE, SKILLS, & ABILITIES

Bachelor's Degree in Accounting with 2 to 4 years accounting experience or equivalent accounting experience

Working knowledge of accounting and payroll principals

Experience in working with Procurement, obtaining bids and reviewing purchasing contracts

Knowledge accounting software programs

Spreadsheet and database experience – Excel preferred, in producing financial reports

Must be accurate and detail oriented

Skill in verbal and written communications, problem solving, and team work

Ability to work independently on multiple projects in a timely fashion

Ability to maintain confidentiality.

Ability to work with diverse people, organizations and situation

Valid driver's license and the ability to pass drug/alcohol & background check and insurance check of driving record

PHYSICAL DEMANDS

The physical demands described represent those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job the employee will be required to sit, stand, walk and/or bend for extended periods of time. May lift and/or move up to 20 pounds and occasionally lift up to 30 pounds.