

Make-A-Wish® Oregon

POSITION TITLE: Staff Accountant

Department: Finance

Status: Salaried Full Time- Exempt, *includes benefits*

Reports To: Finance Director

Supervises: n/a

POSITION SUMMARY:

The Staff Accountant is responsible for overseeing and participating in full-cycle A/P, A/R, posting/reviewing GL, monthly credit card statements, and general accounting duties. They will assist with cash management, financial reporting, and produce monthly financial statements.

You will have flexibility to work from our office or remotely as agreed upon. Some days in the office will be required.

COVID-19 Vaccination Policy: For the safety of our staff, volunteers, and guests, MAW Oregon requires all staff to be fully vaccinated against the COVID-19 virus.

POSITION RESPONSIBILITIES:

Manage Accounts Payable:

- Review all incoming check requests, enter A/P, and prepare for review by CEO before printing checks
- Respond to staff questions regarding payment and expense coding
- Process checks bi-weekly and submit to check signers for signature
- Review outstanding checks and resolve with appropriate staff members

Manage Accounts Receivable:

- Review and post revenue batches and make adjustments as necessary
- Ensure compliance with internal controls on cash receipts
- Create invoices for Development staff
- Prepare Wish Assist invoices, and apply payments, in NetSuite

Manage Staff Credit Cards:

- Point of contact with credit card company for opening, closing, and establishing credit card limits for all staff cards
- Distribute credit card statements the first of every month
- Collect receipts from staff and ensure proper coding of expenses

Support the Monthly Close procedures:

- Assist Finance Director with bank reconciliations
- Responsible for monthly depreciation, addition and disposal of fixed assets, and update inventory spreadsheet
- Prepare monthly closing journal entries on monthly checklist
- Helps maintain the general ledger, including posting and reviewing entries, and month-end account reconciliations
- Assist Program staff in reconciling monthly wish expenses and In-kind donations, coordination with Development and Database Manager for Raiser's Edge entry

Monthly Management Reports:

- Reforecast expenses within the budget template for all departments
- Enter NetSuite data into template and submit final reports for leadership review

Other duties:

- Support annual audit with Finance Director
- Create template for annual budget
- Create template and conduct annual Functional expense time study
- Ensure compliance with prizes/drawings and tax consequences with staff
- Complete 1099-Misc and other tax forms in January
- Activate wish family debit cards

REQUIREMENTS:

- Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, and other office procedures and processes.
- Knowledge of accounting principles and practices and the analysis and reporting of financial data.
- Knowledge and experience using Excel
- Skill in using mathematics to solve problems.
- Skill in organizing, planning, and prioritizing work; developing specific goals and plans to prioritize, organize, and accomplish work.
- Skill in active listening, reading comprehension, writing and speaking with others to convey information effectively.
- Ability to demonstrate a highly professional demeanor; ability to work successfully with a wide variety of constituents including donors, board members, volunteers, and professional consultants.
- Ability to demonstrate levels of integrity, trustworthiness, flexibility, compassion, and humor that are necessary to address the practicalities of a growing nonprofit, along with the creativity and persistence required to elicit new thinking and change.
- Ability to balance multiple assignments and follow standard procedures to accomplish assigned tasks.
- Ability to manage projects from implementation to execution.

EDUCATION & EXPERIENCE:

- Associate degree in Accounting, and 3 years of related work experience (Non-profit preferred).
- Computer/System Skills: Excel and Microsoft Office software. Financial accounting software, preferably NetSuite. Experience with Sales Force a plus.
- Prior experience applying knowledge of Generally Accepted Accounting Principles (GAAP)