



POSITION ANNOUNCEMENT STAFF ACCOUNTANT

ABOUT PYB

Portland YouthBuilders (PYB) is a nonprofit, two-year alternative high school and job training program with the mission to support low-income young adults, ages 17-24, who are committed to changing their lives to become self-sufficient, contributing members of the workforce and their community. At PYB, students complete high school with a GED or diploma and develop marketable employment skills by learning to build affordable housing from the ground up or learning to refurbish computers and provide technical assistance to low-income seniors. PYB students have the opportunity to serve as part-time AmeriCorps members and earn an AmeriCorps Education Award.

PYB is deeply committed to continuously working to make our organization a more equitable and just place for both students and staff. As it is written in our [equity statement](#): At PYB, we believe that communities are strengthened when diversity is honored. We believe we have a responsibility to interrupt and confront inequity. At PYB, we commit to continuously reflect and challenge the ways in which we, as a community, and as individuals, perpetuate inequity. It is not only vital to our students' success but essential to our purpose.

POSITION SUMMARY

PYB's Fiscal Department serves the fiscal and human resources needs of PYB's staff and students, and provides accurate and timely financial information to the Board of Directors, management, funders and stakeholders. The Staff Accountant works closely with the Fiscal Director to ensure that financial transactions are recorded in accordance with generally accepted accounting principles, federal nonprofit financial management guidelines, and PYB fiscal policies. PYB's program is supported with a complex array of public and private funding sources. The Staff Accountant plays a pivotal role in accurately allocating costs, producing timely invoices, and reporting to funders to demonstrate PYB's accountability to our community of supporters.

As part of a two-person fiscal team, the Staff Accountant has varied duties and a great deal of autonomy. The Staff Accountant interacts regularly with PYB's staff, students, funders and vendors. This position works with confidential organizational and personnel information and therefore requires exceptional discretion. We are seeking someone who can execute the technical aspects of this job while also demonstrating commitment to PYB's mission and the young people we serve.

The Staff Accountant duties are performed both remotely and in-person. The candidate must have the ability to work from home (with tools such as a laptop and Zoom subscription- both provided by PYB) and from the school.

Reports To: Fiscal Director
Schedule: Full-time: 40 hours per week, weekdays
Employment Status: Full-time, Regular
Compensation: \$50-60,000 per year, depending on experience
Seven weeks paid vacation per year- prorated in first year based on length of service (4 weeks, typically in July, 2 weeks in December, and 1 week in March); most state recognized holidays paid, plus 1 personal day per month; \$650 per month contribution to cafeteria plan for health

care benefits and/or retirement savings; 3% employer match for retirement contributions; Life & Long-Term Disability insurance; dynamic environment with great team of students and staff.

RESPONSIBILITIES

- Perform all accounts payable functions
 - Approximately 200-250 entries per month
 - Develop proficiency and accuracy in coding payables in the context of a complex array of public and private funders
 - Obtain management review and approval of check requests, ACH transactions & online payments
 - Distribute checks and maintain accurate and complete vendor files
 - Track repetitive and intermittent accounts payable (e.g.- rent, janitorial service, insurance, loan payments, etc) and ensure that all are paid in a timely fashion
 - Prepare monthly participant stipends, incentives and ad hoc case management team support checks for students according to agency policies
 - Collect credit card receipts from managers to match all billed charges
 - Reconcile staff benefits invoice charges with payroll deductions and pay monthly (health, 403(b), Life/LTD insurance)
 - Monitor cash account balances for adequate cash flow to meet major financial outlays
 - Reconcile A/P, student support, and misc. expense accounts monthly
 - Manage distribution of credit cards to authorized staff
- Maintain clear, organized electronic filing system for Fiscal Department
- Prepare and enter journal entries in area of responsibility
- Record cash receipts and prepare bank deposits (mobile and in-person)
- Assist with human resources procedures and paperwork
 - Post position openings on various online job boards and websites
 - Assist Fiscal Director to prepare onboarding paperwork for new employees, independent contractors, and full-time volunteers
 - Enroll employees on PYB's benefit plans (health insurance, life insurance, retirement, etc.)
 - Assist Fiscal Director to collect and process required paperwork for PYB's intermittent volunteers
 - Calculate and process semi-monthly payroll via ADP Run, with oversight from Fiscal Director
 - Prepare monthly employee timesheet templates, finalize timesheets and cross-check monthly payroll allocations
 - Obtain electronic signatures from staff on various documents
 - Track and report employees' Personal Time Off and Vacation balances monthly
- Prepare 1099s for sub-contractors
- Collect, post and distribute mail daily
- Assist with compiling information for reports or presentations as requested, e.g., monthly financial reports, audit documents, grant reports; ensure all documents are accurate and submitted in a timely manner
- Perform clerical tasks associated with area of responsibility
- Order and stock office supplies
- Prepare detailed monthly funder invoices, including AmeriCorps Financial Status Report (invoice)
- Collaborate with Contracts Department staff to execute contract compliance tasks as needed (e.g.- background checks, required legal postings, etc.) to ensure PYB's compliance with Department of Labor, AmeriCorps and other funder requirements
- Seek ways to create and improve fiscal systems to serve staff and student needs
- Provide routine updates on current workload and special assignments to Fiscal Director
- Participate in PYB all-staff events including staff meetings, community building activities, racial affinity groups and trainings
- Assist with Board Reports and participate in Board Finance Committee meetings

- Perform other duties as assigned, such as representing PYB Fiscal Department on various internal teams and committees

QUALIFYING KNOWLEDGE, SKILLS, AND EXPERIENCE

Required

- COVID vaccination is required except for allowable medical/religious exemptions
- Associate's Degree in Accounting or related field or minimum two years equivalent and directly related work experience including accounts payable and general ledger experience
- Knowledge of accounting principles and practices
- Demonstrated strong organizational skills and ability to manage multiple tasks and conflicting deadlines
- Exceptional skill using technology such as Excel and Google Sheets to clearly track detailed information
- Ability to work in a fast-paced team environment
- Ability to take direction and work independently, taking initiative within areas of responsibility
- Ability to exercise discretion and judgment in daily performance
- Precision and attention to detail
- Excellent detailed tracking, analytical and problem solving skills
- Proofreading and editing skills
- Ability to operate a variety of office equipment, such as a computer, laptop computer, photocopier, scanner & printer
- Must demonstrate ability to communicate both verbally and in writing in an effective, professional, and timely manner
- Proficiency with Microsoft Excel, Word, Adobe, and accounting software. Ability to be trained to capably use other financial and database software programs. [PYB currently uses Sage 50 Accounting software and is transitioning to Blackbaud Financial Edge]
- Ability to pass a fingerprint background check and drug testing

Preferred

- Bachelor's degree in accounting
- Experience in nonprofit accounting
- Lived experience of inequities/oppressions and/or connections to marginalized communities
- Valid driver's license, good driving record and access to a personal vehicle
- Experience, knowledge, or willingness to learn to contribute to PYB's commitment to diversity, equity and inclusion

APPLICATION PROCEDURE: Please **e-mail** your **cover letter and resume** to Petra Nomina, petra.nomina@pybpd.org. Your cover letter should describe how your education and experience have qualified you for this position at Portland YouthBuilders, and should demonstrate your written communication skills. Applicants may learn more about our program and culture at www.pybpd.org.

No paper resumes, faxes, phone calls or visits please.

CLOSING DATE: Immediate applications are encouraged. Applications will be reviewed as they are received, and interviews conducted to fill the position as soon as qualified candidates are identified.

Portland YouthBuilders' mission connects us to people and communities across Portland. We are proud to be an equal opportunity employer and do not discriminate on the basis of race, color, sex, sexual orientation, age, religion, creed, marital status, national origin, political affiliation, disability, veteran status, or any other classifications applicable by law. Portland YouthBuilders is committed to the diversity of our people, programs and services. The organization acts affirmatively in the employment and advancement of qualified people of color. Auxiliary aids and services are available upon request to individuals with disabilities. TTY1-800-735-2900

PYB employees and volunteers must successfully complete a criminal background and drug test check prior to work. Portland YouthBuilders is a Drug Free Workplace and adheres to the requirements of the Drug Free Workplace Act. Portland YouthBuilders' students and staff are subject to random drug tests.

- *This project was funded in part (25%) by a grant awarded under the YouthBuild Initiative in the amount of \$1,500,000 as implemented by the U.S. Department of Labor's Employment and Training Administration.*
- *This program financed in part with funds provided through Worksystems, Inc. from the U.S. Department of Labor, the City of Portland, and the Department of Housing and Urban Development.*
- *PYB is an AmeriCorps program and students who are AmeriCorps members are eligible for an education award.*



AmeriCorps