



## POSITION ANNOUNCEMENT ACCOUNTING SPECIALIST

### ABOUT PYB

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Portland YouthBuilders (PYB) provides job training programs, wrap-around support, and alternative high school education with the mission to support low-income young adults, ages 17-26, who are committed to changing their lives to become self-sufficient, contributing members of the workforce and their community. At PYB, students develop marketable employment skills in construction and technology to launch successful careers.

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

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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 Accounting Specialist works closely with the Fiscal Director and Accounting Consultant 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 by a complex array of public and private funding sources. The Accounting Specialist 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 three-person team, the Accounting Specialist has varied duties and a great deal of autonomy, with a focus on accounts payable tasks. The Accounting Specialist interacts regularly with PYB's staff, students, and vendors. This position may work 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 Accounting Specialist duties are primarily performed in-person, but some remote work is supported. The candidate should 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
Start Date:	August/September 2024
Employment Status:	Full-time, Regular, Non-Exempt
Compensation:	Starting wage of \$27.88 - \$32.69/hour, depending on experience (about \$58-68,000/yr.)
Work Location:	PYB's Southeast Portland Campus
Benefits:	<b>Seven weeks paid vacation per year</b> -4 weeks in summer, 2 weeks in December, and 1 week in March- for use primarily during PYB program closures (since this position's responsibilities are

tied to the fiscal cycle, the Specialist may need to work with their supervisor to arrange vacation at slightly different times of the year, but will receive the full seven weeks); most state recognized holidays paid; 12 days per year Personal Time Off; \$700/month added to salary for Section 125 cafeteria plan to cover employee's health care benefits, flexible spending accounts, and/or retirement savings; dollar-for-dollar employer match for retirement contributions up to 3% of salary with immediate vesting; employer-paid life and long-term disability insurance; dynamic environment with great team of students and staff.

## RESPONSIBILITIES

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- Act as lead on all accounts payable functions
  - Process approximately 200-250 payables 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
  - Collect credit card purchase documentation from PYB cardholders, accurately code, and post to Purchase Journal monthly.
  - 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 support checks for students according to agency policies
  - Reconcile A/P, student support, and misc. expense accounts monthly
- 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), working with Development Department staff to accurately record restricted grants by purpose.
- 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, as needed. Monitor deliveries and distribute goods as needed.
- Secure tools and supplies needed for new employee start up; set up workspace (phones, desk, technology, basic office supplies)
- 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
- Perform other duties as assigned, such as representing PYB Fiscal Department on various internal teams and committees

## QUALIFYING KNOWLEDGE, SKILLS, AND EXPERIENCE

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### Required

- Either A) an Associate's Degree in Accounting or related field and minimum two years equivalent and directly related work experience including accounts payable and general ledger experience; **or**
- B) 4+ years 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
- 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
- Ability to operate a variety of office equipment, such as a desktop computer, laptop computer, photocopier, scanner & printer
- Demonstrated ability to communicate both verbally and in writing in an effective, professional, and timely manner
- Exceptional knowledge and aptitude for office technology required, including proficiency with Microsoft Excel, Word, Adobe, Google docs/sheets, and accounting software. Ability to be trained to capably use other financial and database software programs. PYB currently uses Blackbaud Financial Edge NXT accounting system.
- Ability to pass a fingerprint background check and drug testing
- Experience, knowledge, or willingness to learn to contribute to PYB's commitment to diversity, equity and inclusion

#### Preferred

- Bachelor's degree in accounting
- Experience in nonprofit accounting
- Valid driver's license, good driving record and access to a personal vehicle

**APPLICATION PROCEDURE:** Please e-mail your cover letter and resume to Petra Nomina, Fiscal Director, at [petra.nomina@pybpd.org](mailto:petra.nomina@pybpd.org). Your cover letter should describe how your education and experience have qualified you for this position at Portland YouthBuilders. **Please send your cover letter and resume as attachments (Word or PDF).** Applicants may learn more about our program and culture at [www.pybpd.org](http://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. PYB's Summer Break may impact screening of applications, so interviews may not occur until early August.

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*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**