IMMIGRANT AND REFUGEE COMMUNITY ORGANIZATION (IRCO)
JOB OPENING ANNOUNCEMENT

POSITION: Senior Accountant
WAGE: $49,000 - $69,000 per year Depending on Experience
LOCATION: IRCO Main 10301 NE Glisan St. Portland, OR 97220
APPLY AT: www.irco.org
STATUS: Full Time with Benefits
PROGRAM(S): Admin Fiscal Team
OPENING DATE: July 1, 2020
CLOSING DATE: Open until filled
LANGUAGE: English required

GENERAL POSITION SUMMARY:
The Senior Accountant performs a variety of duties related to maintaining and reconciling GL Accounts, and preparing management and billing reports. This position is responsible for providing programs’ trial balance, year-to-date statement of revenues and expenditures reports to management. The position also assists in the preparation of monthly agency financial revenues & expenses statements. The Senior Accountant performs calculations, analytical review, verification, and posting duties to maintain accounting records. The position performs various financial analyses, banks reconciliation and assists back up for other accountants during peak workload periods or out of office. This position accurately maintains records associated with the work and provide details information for Program management or by request of the Fiscal Director and Executive Director.

ESSENTIAL FUNCTIONS:
• Preparation of journal entries for month-end close. Perform complicated calculations
• Review program expenses if over budgets, sending the highlighted notice to program manager for taking action
• Answer questions concerning program management reports as needed, etc. Provide items request by funder such as accounts payable, payroll, bank documents, journal entries reports, etc.
• Prepare monthly management reports and statements of revenues and expenditures reports
• Assist in preparation of audit PBC requests and supporting schedules for external auditors (periodic funders audits, annual financial statement audit, annual 401k audit, and annual single audits)
• Assist with Government Reporting requirements as required
• Attending program funders meeting as required
• Manage daily monitor credit card spending and collect, reconcile, prepare vouchers for payment credit cards expenses weekly and record to system accordingly as program spending
• May require performing research and analysis on related issues and special reports. Perform functions assigned with thoroughness and accuracy to achieve accounting goals
• Other duties as assigned
SECONDARY FUNCTIONS:

- Ability to meet multiple, sometimes conflicting deadlines
- Strong analytical and decision-making abilities for related job functions
- Ability to deal with distressed and demanding clients and employees in an effective manner
- Ability to maintain a high level of confidentiality
- Strong skills in intercultural, interpersonal and organizational communication
- Ability to communicate in a positive manner verbally, in writing, and by phone
- Ability to communicate with a variety of personality types and levels of the organization as well as with persons outside of the organization
- Be punctual, good attendance, and be able to work flexible hours to meet the availability of clients
- This position works under the guidance of the Fiscal Director. This position does not typically supervise any employees. It will however be asked on occasion to train, orient, and direct the work of new employees of IRCO

JOB SPECIFIC QUALIFICATIONS:

Any combination of education and experience that demonstrates the ability to perform the duties of the position is qualifying. This would typically include:

- Must be proficient in the English language
- Bachelor’s Degree in Accounting plus five years of accounting experience that includes understanding budgeting and financial reporting or
- Seven years’ progressively responsible accounting experience, three of which are Senior Accountant experience
- Knowledge of the principles and practices of fund accounting
- Knowledge of State and Federal regulations and related laws
- Experience/proficient in ABILA-MIP preferred. Proficient in Microsoft Excel, Outlook, and Word
- Ability to use initiative and judgment in completing tasks and responsibilities

KNOWLEDGE:

**Education:** Bachelor's Degree (4)

**Experience:** 5-6 years of experience is required (5)

**Computers:** All positions at IRCO require use of a computer and experience working with Microsoft Products including but not limited to Microsoft 365, Excel, Word, Outlook and PowerPoint. In addition this position specifically requires: Experience/proficient in ABILA-MIP, Microsoft Office especially Microsoft Excel

**SKILLS:**

**Communication:**

Some interaction with those inside and outside the organization to exchange factual information (3)
**Creativity:**
Regular need for redesign of a single focus process or procedure is needed (3)

**EFFORT:**
**Mental:**
There is an occasional need to assess risk as well as to make determinations about tasks and deadlines (4)

**Physical:**
Position requires little physical effort such as lifting, carrying, or constant movement, but does allow for movement needed to complete work tasks (1)

**RESPONSIBILITY:**
**Impact and Influence:**
Positions at this level have a some need or ability to analyze problem or concepts or make decisions on the information. Positions at this level have some impact to and influence on organization operations, programs, expense or budgetary outcomes. (3)

**Work Independence:**
Positions at this level are expected to handle regularly assigned work which includes making decisions and taking action under limited supervision. New or unusual work is performed with a moderate degree of supervision, assistance, and review. (3)

**Planning:**
Positions at this level must be able to foresee issues associated with own work and identify future needs for supplies, equipment, resources which would stall operations or activities. (2)

**Supervision:**
Positions at this level are not responsible for any supervisory functions or responsibilities, but may occasionally be asked to orient and/or train new employees or volunteers. (1)

**WORKING CONDITIONS:**
**Environment:**
This level has a work environment that is well protected, with virtually no hazards or obstacles. There is very little element of personal risk or hazard. Job conditions are stable, usually well managed, and very comfortable. (1)

**Schedule:**
The work schedule is stable and does not fluctuate. (1)
HOW TO APPLY:
Applications are accessible on the IRCO website, www.irco.org. Attach resume and cover letter to IRCO application form. This position requires the completion of an IRCO application. Materials submitted without a completed application are considered incomplete and will not be considered. Due to the high volume of applications received, we will not be able to contact each applicant or return calls regarding the status of your application.

ABOUT IRCO:
The Immigrant and Refugee Community Organization (IRCO) is a non-profit organization established in 1976 to serve immigrants, refugees, and the broader community in Portland, Oregon. Our mission is to promote the integration of refugees, immigrants, and the community at large into a self-sufficient, healthy, and inclusive multiethnic society. Find out more at www.irco.org.

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