IMMIGRANT AND REFUGEE COMMUNITY ORGANIZATION (IRCO)
JOB OPENING ANNOUNCEMENT

POSITION: Staff Accountant
WAGE: $40,000 - $48,000 per year depending on experience
LOCATION: 10301 NE Glisan St. Portland, OR 97220
APPLY AT: www.irco.org
STATUS: Full Time with Benefits
PROGRAM(S): Administration
OPENING DATE: July 29, 2020
CLOSING DATE: Open until filled

GENERAL POSITION SUMMARY:
The Staff Accountant performs verifying, analyzing, recording, reconciling and posting such as check, receivable, etc. The individual also performs duties to obtain financial data for use in maintaining accounting records and for further financial analysis. This position performs essential functions to maintain accounts receivable to meet monthly accounting closing cycles and funder timeline requirements. The position performs various financial analyses and provides back up for other accountants during peak workload periods or out of office. This position accurately maintains records associated with the work and provides detailed information for Program management or the Fiscal Director’s request.

ESSENTIAL FUNCTIONS:
• Maintain accurate records of financial information as it pertains to high volume of accounts receivable functions
• Prepare invoices and reports as directed by the fiscal standardize procedures and or funder inquiries format/template via website or direct with funders via email
• Maintain customer files and prepare monthly and quarterly billing of various contracts to meet deadlines
• Accurately reconcile the balance for various accounts receivable, aging and collection reports
• Provide funder all required support documents needed for obtain outstanding balance document
• Follow up with program managers and update them for outstanding receivables over 45 days
• Monitor accounts receivable variances on delinquent accounts and take corrective action when necessary and inform funder for timeline payment as needed before contract end
• Reconcile the receipts vs daily deposit, etc. with operational checking account to bank records twice per month
• Collaborating with other billing team member for adjustment or credit memo on timely. Allocating monthly postage, photocopy to programs
• Prepare various reports as fundraising events and other AR/billing reports request by managers
• Train and or support new staff/billing team
• Other tasks within fiscal team the employee may ask to perform as needed

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 at least two years of accounting and finance experience or
• Five years’ progressively responsible accounting experience, three of which are Staff 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: 1-2 years of experience is required (3)
Licensure, Certification: N/A
Additional Language Required: N/A
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.

SKILLS:
Communication:
Regular communication inside and outside the organization to exchange ideas and gather information (5)
Creativity:
Regular need for redesign of a single focus process or procedure is needed (3)

EFFORT:
Mental:
There is regular variation in tasks and the job holder must decide which tasks to complete as well as the order in which tasks are completed (3)
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 work under close supervision, usually function from a clear set of operating processes or procedures, and have work closely reviewed. Little to no judgment and decision-making is required. (1)
Planning:
Positions at this level have little to no planning responsibility beyond the need to schedule own work and determine impediments to own work schedule. (1)
**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](http://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](http://www.irco.org).

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