



Liberty House Job Announcement

Senior Accountant

Full-time - 40 hours

Starting at \$60,000/year DOE

Excellent Benefit Package

About Liberty House

Liberty House is a child advocacy center; a nonprofit organization dedicated to supporting children and families facing concerns of abuse, neglect, trauma, and grief. Our successes lead to vital positive social change and we are looking for a highly organized, energetic, and passionate person to join our team. Visit www.libertyhousecenter.org to learn more about Liberty House.

Basic Functions and Responsibilities of the Position:

- Accounts payable: receive & review bills and invoices; check for accuracy and verify completion of services or receipt of product; obtain approval for payment from the pertinent manager, ensure payments are made on time either by EFT, credit card, or by check.
- Maintain customer and vendor accounts, including distributing costs or revenues to appropriate departments and GL accounts.
- Process donation payments daily (EFT, Credit Card, Checks, Cash).
- Medical and mental health program accounts receivable: post payments received in the finance system daily. Work collaboratively with the Clinic and Hope & Wellness to provide information necessary to reconcile the GL to the client accounts maintained in the EHR systems.
- Other accounts receivable: bill attorneys for court testimony; government agencies for grant installments; records requests, and any other miscellaneous invoicing. Post the payments when received in the finance system and follow up on delinquent payments.
- Prepare bank deposits.
- Post bank deposits to appropriate revenue classifications.
- Produce monthly financial statements from the finance system for distribution to the board of directors.
- Payroll: process payroll through the timekeeping system, review payroll register, and transmit payroll data to Payroll processor to create the direct deposit batch; file the payroll tax reports and remit the payroll taxes; and create the GL import file for the finance system.
- Reconcile the retirement, health, dental, and supplemental insurance benefit deductions, and remit payment to the vendors.
- Allocate payroll and other expenses to correct funding sources in compliance with grant requirements.
- Monitor cash flow to ensure availability of funds to cover operational costs. Assist CFO with quarterly grant financial reporting.
- Other duties as assigned.

- Perform high level accounting work in the processing and maintenance of financial data and expenditure controls. Collect, compile, tabulate and analyze data and accounting procedures. Compile information for a variety of narrative and statistical reports. Make recommendations based on the findings.
- Research, develop and analyze a variety of technical and management reports including quarterly and annual reports, staff reports and Board agenda items. Create ad hoc reports and/or spreadsheets as needed or requested by leadership, team members or outside agencies.
- Manage finance software to maximize the efficiency and effectiveness of the Finance Team. Develop and maintain reports, procedures, workflow approvals, and other setups.
- Assist in developing, implementing, and auditing internal financial reporting systems and financial controls.
- Record and maintain asset documentation for the Annual Financial Statements. May contribute toward preparation of additional schedules and documents related to the annual audit and statement production.
- Compile information and reference materials for supervisor, leadership, or the Board, as requested. This may require selecting appropriate data from various sources, and preparing summaries and reports as requested. Enter data into computer system from a variety of documents.

Basic Functions and Responsibilities as a Liberty House Team Member:

- Pass a criminal background, a sex offender registration and child abuse registry check.
- Maintain confidentiality in compliance with Liberty House policies, HIPAA, and State of Oregon multidisciplinary child abuse assessment team statutory requirements.
- Attend Liberty House staff meetings and annual retreat.
- Communicate professionally, respectfully, and supportively with internal team members, external partners, and board members.
- Promote a positive working environment by adhering to the Liberty House Code of Conduct.
- Conduct the business of Liberty House so as to maintain and increase its goodwill and reputation in the community, consistent with professional and ethical standards of behavior.

Qualifications:

- Proficient in QuickBooks for Non-Profits preferred.
- Proficient with Windows computers and Microsoft Office (current system is Windows 7/Office 2013).
- Strong analytical and organizational skills
- Ability to recognize potential issues with A/P, A/R, Payroll, and Cash Receipts and communicating those concerns with the CFO.
- Strong work ethic with strong attention to detail and aptitude for multi-tasking.
- Effective written and verbal communication.
- Respond timely and accurately to requests for information.
- Maintain confidentiality.
- Ability to work with minimal supervision.
- Ability and willingness to work as a team member.
- Ability and willingness to establish and maintain positive working relationships.

Required Education and Experience:

- Advanced knowledge of accounting practices and procedures, business English, word processing and spreadsheet software, research methods, report composition and preparation techniques, etc. Ability to operate general office equipment.
- Equivalent to an associate degree in accounting or related field and over five years of progressively responsible non-profit or government finance experience, or any satisfactory combination of experience and training which demonstrates the knowledge, skills, and abilities to perform the above duties.

To Apply:

Please email a **cover letter, application and resume** to: HR@libertyhousecenter.org

Attention: Kaute Harrington, HR/Accounting Coordinator

Open until filled

Liberty House does not discriminate on the basis of race, color, religion, gender, gender identity, sexual orientation, disability, national or ethnic origin, or other legally protected status. Women, people of color, people with disabilities, and LGBTQ candidates are encouraged to apply.