



ACCOUNTING & OPERATIONS ASSISTANT

Agency Description:

CASA for Children (CASA) is the largest organization of its kind in the State of Oregon. We support nearly 490 volunteer court-appointed special advocates (CASAs) who serve and advocate for the best interests of abused, neglected and abandoned children under the protection of the Juvenile Dependency Court. This year nearly 1,100 children will benefit from their tireless and tenacious work.

Our vision is that every child should live in a permanent, safe, and nurturing family. Running parallel to that is our goal of CASAs being the strongest allies for youth who struggle in the judicial and child welfare systems where children of color are disproportionately represented.

At CASA, we do not have all the answers to the complex issues facing children of color in the child welfare system but we are making a commitment to be part of the solution. We have developed short and long-term goals to become more diverse and inclusive to achieve better outcomes for our children.

Agency:

CASA for Children serving Multnomah, Washington & Columbia Counties

Location:

1401 NE 68th Ave., Portland, OR 97213

Job Type:

Full time, non-exempt

Years of Experience:

2-3 years

Reports to:

Operations Director

Salary:

\$40,000 (based on 2080 full-time hours at \$19.23/hr). Compensation includes a benefits package with medical, dental, retirement, disability and generous Paid Time Off and holiday schedule.

Position Description:

This position supports the Operations Director with accounting, human resources and operations tasks.

Responsibilities include:

Finance/Grants

- ✓ Prepares every other week check runs through QuickBooks
- ✓ Prepares semi-monthly payroll and makes related QuickBooks payroll entries
- ✓ Assists with month-end journal entries
- ✓ Handles all vendor account issues and troubleshooting, including researching new vendor opportunities

- ✓ Assists Operations Director with preparation for the annual audit
- ✓ Assists with deposit entries and revenue tracking
- ✓ Assists with the grant compliance tracking
- ✓ Assists with mailing and electronic filing of grant proposals, award/decline notices

HR/Operations

- ✓ Handles job postings, hiring responses and interview scheduling
- ✓ Prepares new employee on-boarding orientation schedules and materials
- ✓ Manages the auditing of Paid Time Off calendar and tracking system
- ✓ Assists with compliance and compensation mailings
- ✓ Assists with the operation of CASA properties (CASA Training Center, CASA offices in Hillsboro, St. Helens) including handling office needs, scheduling maintenance and cleaning, and troubleshooting utility issues

Other

- ✓ Other duties as assigned

Skills & Experience

- ✓ Experience in QuickBooks Premier Nonprofit Edition and non-profit accounting
- ✓ Proficient in MS Office Suite – particularly Excel and Word
- ✓ Proficient in Google mail, Google docs
- ✓ Proficient in Adobe Pro
- ✓ Proficient in mail merge from Excel into Publisher and Word documents
- ✓ Comfortable in a database and online portal environments
- ✓ Great attention to detail with the ability to work independently

Other Requirements:

- ✓ Criminal justice background check required prior to commencing employment
- ✓ Valid driver's license, reliable automobile transportation and adequate insurance
- ✓ Required to complete CASA for Children's "Knowing Who You Are" training in the earliest available class.

Application Procedure:

- Email resume, cover letter indicating where you heard about the job to: jobs@casahelpskids.org

Re: **Accounting & Operations Assistant.**

- **Deadline to apply: 5 pm, July 27, 2018.** Applicants are encouraged to apply early for the highest consideration, resumes will be reviewed as they are received. NO PHONE CALLS PLEASE