



ACCOUNTING & HR ASSISTANT

Who We Are and What We Do: Through training and mentorship, we empower community members to stand up for foster children who have experienced abuse and neglect and champion their best interests in court. We dedicate our resources to recruiting, training, and supporting volunteers in order to provide quality advocacy to as many children as we can.

CASA for Children (CASA) supports more than 500 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 1,050 children will benefit from their tireless and tenacious work.

We are growing! With investment from foundation, corporate and individual funders as well as an increase in state funding, we are enhancing our ability to serve more children in the foster care system.

We are in search of dynamic, thoughtful, and persistent individuals who are passionate about changing the lives of children. Ideal candidates will understand the importance of family as well as the impact of trauma. They share our DEI journey through personal learning and have a willingness to support CASA's equity commitments.

**CASA is actively seeking to diversify our Staff
Individuals who represent BIPOC communities are encouraged to apply**

Where You Will Work: *This is an in-office position with flexibility for some remote work hours after 3 months of employment, and with approval from direct report. (Including orientation and onboarding)*

CASA for Children – Multnomah County Office
1401 NE 68th Street
Portland, Oregon 97213

Who You Will Report To: Finance & Operations Director

Position Type: Full time, 1 FTE, (hourly) Employee

Position Description: This position supports accounting and human resource functions for the organization. Specifically, the Accounting & HR Assistant is responsible for tasks including assistance with budgeting, A/R, A/P, P/R and financial statement preparation, working with job

openings, communicating with job candidates, interview scheduling, new employee onboarding, and working with CASA's vendors.

Responsibilities include:

Finance

- Prepares check runs through QuickBooks
- Prepares monthly expense reimbursement batches via ACH and makes associated entries into QuickBooks
- Prepares semi-monthly payroll and makes related QuickBooks payroll entries
- Assists with grant-specific reporting related to payroll
- Assists with month-end journal entries for financial statement preparation
- Handles/troubleshoots all vendor account issues, including researching new vendor opportunities
- Assists Finance & Operations Director with preparation for the annual audit
- Assists with deposit entries and revenue reconciliation

HR/Operations

- Assists with job postings, hiring responses and interview scheduling
- Prepares new employee on-boarding orientation schedules and materials
- Assists with compliance and compensation mailings
- Assists with the operation of the CASA for Children offices in Portland, Hillsboro, St. Helens and Tillamook: including handling office needs, scheduling maintenance and cleaning, and troubleshooting utility issues

Qualifications You Will need:

- Experience in QuickBooks Premier Nonprofit Edition and non-profit accounting
- 3 years accounting experience, knowledge of GAAP
- 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
- Comfortable in a multiple online platform environments
- Great attention to detail with the ability to work independently

Qualities We Are Looking For:

- Critical Thinker
- Solution-Oriented
- Flexible
- Ability to efficiently handle multiple projects
- Resilient
- Collaborative nature

Other Things You Will Need:

- Successfully complete criminal justice and DHS abuse registry background checks (*Note: CASA evaluates the results of each background check on a case-by-case for context and relevance to this job.*)
- Proof of U.S. residency
- Complete CASA's "Knowing Who You Are" anti-bias, cultural competency training in your first six months of employment

Your Salary and Compensation:

This position starts at \$55,000 (based on 2080 full time annual hours at ~ (\$26.44/hr.). Compensation includes an employer paid benefits package with medical (including mental health coverage), **OR** an annual additional earnings stipend of ~\$6,888 with waiver of employer medical coverage (new hires must provide proof of medical coverage), employee assistance program, dental, vision, disability and life insurance.

Special perks: Include a generous annual paid time off policy (PTO) that's awarded upon hire. We have a PTO year-end holiday schedule to help with work/life balance for a total of 19 holidays given annually. CASA also provides a 401(k) retirement plan that matches employee deferrals up to 5% of salary

How You Can Apply:

Send your resume and cover letter to jobs@casahelpskids.org noting **Accounting & HR Assistant**. Applications are reviewed as received so apply early for the best consideration. This position will remain open until filled, but if an ideal candidate is found, position may close sooner. We prefer not to receive phone inquiries.