



## Job Opening: Nonprofit Bookkeeper Position Description

Position Type:	Part Time, Non-exempt
Hours:	.12 FTE (20 hours/month (4-5 hours/week))
Compensation:	\$16-18/hour
Reports to:	Executive Director
Location:	Portland, OR

Alberta Main Street seeks a versatile, results-oriented professional to join our team. We are hiring a Bookkeeper to execute the organization's bookkeeping functions. This position is 4-5 hours per week, additional hours may be authorized to support non-routine tasks or around special events. A consistent schedule will be set by employee and Executive Director, to occur during business hours Monday - Friday.

Benefits include pro-rated paid leave.

Alberta Main Street is a volunteer-driven 501(c)3 nonprofit community and economic development organization focused on intentional and equitable neighborhood scale economic development between NE 10th and NE 31st Avenues in Portland, Oregon. We work with commercial property and business owners, surrounding residents, and community partners to develop Alberta Street as a vibrant, creative, equitable, and sustainable commercial district serving residents and visitors to our community. For more information about AMS, please visit: <http://albertamainst.org/>

### Position Responsibilities

#### Weekly Responsibilities

- Manage bookkeeping processes including but not limited to: A/P, A/R, journal entries, and bank reconciliation in accordance to GAAP for small nonprofit organization.
- Process and pay all invoices in a timely manner.
- Receive and deposit all organizational revenue.
- Maintain accounting procedures and policies and systems of internal controls to ensure the integrity of all financial systems.

#### Monthly Responsibilities

- Reconcile bank accounts
- Prepare Board financial reports (budget vs. actual, statement of financial position, and cash flow)

#### Annual Responsibilities

- Perform annual 1099 reporting process for vendors.
- Coordinate with CPA and in preparation of IRS 990/State CT-12 filings.
- Support Executive Director in development and analysis of annual organization budget.

#### As Needed

- Support Executive Director in developing grant proposal budgets and grant-specific financial reports.
- Perform non-routine tasks requiring strong judgment and initiative.

### Required Qualifications:

- Related Associates degree, certification, license, or equivalent work experience.
- 2-3 years work experience in a bookkeeping function.
- Strong Quickbooks Online skills, including all normal accounting transactions, GL management, budgeting, and reporting.
- Strong Excel skills.

### Preferred Qualifications

- Experience working in nonprofit multi-fund accounting, including experience tracking and reporting financial data for multiple grant funders.
- CRM experience.

**Required Competencies:**

- Strong attention to detail, organizational skills and time management to deliver high-quality work while meeting deadlines.
- Must be able to work independently and function effectively as a team member.
- Well-developed professional communication skills, both written and oral.
- Ability to seek information, problem solve and follow through on solution.
- Excellent interpersonal skills and ability to establish effective working relationships.

As a small organization operating in a very dynamic environment, a significant amount of flexibility and teamwork is required. Employees are expected to work collaboratively to ensure organizational success.

**Physical Requirements** (with or without reasonable accommodation):

- Typical office work requires the ability to lift, carry, push and pull objects up to 20 pounds, occasionally more.
- Sitting for extended periods, but may involve some amount of standing, stooping, kneeling, bending, lifting, walking, carrying, and reaching.
- Extensive wrist and hand movements required for frequent keyboarding and use of office equipment.
- Ability to perform close work to file, read and use computer.
- Ability to continuously exchange information through listening and talking with coworkers, representatives of community organizations and other individuals.

**To Apply**

Please send the following items as electronic attachments (PDF preferred) to: [jobs@albertamainst.org](mailto:jobs@albertamainst.org).

- Cover letter describing your fit for the position, including experience that aligns with the qualifications in the job description.
- Resume
- List of 3-5 professional references. We will not contact them unless you are a finalist for the position.

Applications received by 5:00PM Pacific time on April 20, 2018, will receive equal consideration. Applications received after that may be considered at the discretion of Alberta Main Street. The position is open until filled.

Alberta Main Street provides equal employment opportunities to all employees and applicants for employment without regard to race, creed, color, ethnicity, national origin, religion, sex, sexual orientation, gender expression, age, physical or mental ability, veteran status, military obligations, and marital status or any other protected classification.