



POSITION DESCRIPTION

Accounting Associate

POSITION SUMMARY

The Accounting Associate is an integral member of our accounting and finance team. The Accounting Associate (“AA”) will work directly with the Chief Financial Officer and Senior Accountant to assist with accounting and bookkeeping functions to ensure fiscal integrity and financial compliance of the organization. The AA will be responsible for the accurate and timely processing of accounts payable to vendors and grantees, while resolving all issues in a prompt manner. The AA will support all functions required to produce financial reports for management and external reporting purposes, as well as assist the team with all tax and audit deliverables.

The foundation headquarters are based in Portland, OR. The majority of the team is in the office 2-3 days a week; however, we are open to remote and hybrid arrangements for the right candidate located in the state of Oregon.

TCF’s COMMITMENT TO EQUITY

The Collins Foundation believes in an equitable Oregon for all Oregonians. Equity is about justice. It’s an intentional practice of reflection and change to eliminate harm and unfair treatment. When everyone can fully participate in the systems that shape their lives, we all benefit. The Foundation is committed to challenging inequity in Oregon through our grantmaking and continued partnerships with community based changemakers across the state.

The Collins Foundation is making a long-term commitment to an equitable and just Oregon. We will demonstrate that commitment in every aspect of our work and in service to our communities. Please read our full Equity Commitment Statement [here](#).

General Information

Reports to: Senior Accountant
Classification: Non-Exempt, Full-Time
Location: Portland, OR (other locations will be considered for highly qualified candidates)
Compensation: \$70,000-80,000 annually commensurate with experience

Benefits: 15 days of vacation, subsidized insurance benefits (health, dental, vision, short-term disability; 100% employee, 90% dependents), 401k plan with 10% employer contributions, professional development, and matching grants program

Responsibilities

Accounts Payable and Receivable

- Manage vendor relations, collecting W9s and payment details, assisting with 1099 tracking and federal and state reporting
- Assist with payment management in Bill.com - includes payments to all external parties such as grantees, vendors, contractors, trustees and employees for reimbursement. Includes communicating directly with payment recipients to set up in Bill.com and troubleshoot any issues
- Submit invoices, and review invoices submitted by other team members, for processing in Bill.com with high degree of accuracy in coding; ensure compliance with policies and contract terms
- Review all team expense reports with attention to detail to ensure accurate coding and prompt reimbursement
- Manage corporate credit card accounts, coding, and report submission
- Process any incoming payments or investment distributions that arrive via wire, ACH, or check (infrequent)

Month End Close and Reporting

- Perform month end close tasks such as downloading all statements, performing reconciliations, and coding all transactions with excellent judgement and attention to detail
- Generate financial reports for the overall organization, by program area, and by class for internal reporting to the team and Board and external reporting to funders and financial institutions
- Assist with creation of and quality control of tax and audit deliverables
- Assist with the creation of all monthly reports for internal review and presentation to the Finance and Investment Committee and the Board of Trustees
- Support the creation of annual budget and updated forecasting
- Assist with tracking and reporting of any financial KPIs

Human Resources

- Assist with onboarding and offboarding team members with payroll and benefits
- Assist with running bi-weekly payroll including downloading reports and making journal entries in our accounting system
- Support the team with ad hoc reporting or projects related to payroll, benefits, and the 401k plan

Process

- Ensure compliance with all established procedures and internal controls; provide feedback where applicable
- Engage with all required troubleshooting with a proactive attitude, oriented toward finding solutions to issues
- Support maintenance of electronic filing system and document retention for financial, investment, HR, and legal documents

Required Skills & Characteristics

- Demonstrated commitment to valuing diversity and contributing to an inclusive and equitable working and learning environment
- Minimum of 4-5 years of experience in a highly relevant accounting or bookkeeping role (note that we do not require a CPA nor higher education degree)
- Experience with QuickBooks Online and Bill.com required (no exceptions)
- Proficiency with MS Office, especially Excel
- Excellent attention to detail
- Outstanding organizational & time management skills
- Verbal & written communications skills to communicate with external parties
- High levels of ethics, integrity and judgment
- Professional demeanor & friendly/welcoming attitude

Highly Desirable Skills & Characteristics

- Knowledge of nonprofit and/or investment accounting
- Experience with Expensify or similar expense management systems
- Knowledge of the financial services or investments fields

To Apply

Submit resume and a cover letter that includes a personal statement on why the role appeals to you and what you would bring to it. Send to Joss Stokke at The ASP Team -

joss@theaspteam.com.