

Community Action Program of East Central Oregon (CAPECO)

Job Description

Position:	Program Accountant
Supervised by:	Chief Executive Officer
Department:	Finance
Classification:	Regular Full Time
Location:	Pendleton Main Office
Range/Salary:	Range 17 - \$3,502
Benefits:	Health, Dental, RX, Vision, Medical Bridge, FSA, Life Insurance, 401K Plan, Vacation, Sick and Holidays
Closing:	This position is open until filled, first screening 11/22/2017

HOW TO APPLY:

To apply for this position we must receive a completed CAPECO application. An application can be found by visiting our website at CAPECO-WORKS.ORG or can be picked up at our Main Office located at 721 SE 3rd Street, Suite D, Pendleton, OR 97801. Cover Letters and Resumes may also be included, but will not be accepted without an application.

Please return completed application, optional resume, cover letter and any other required documents to: 721 SE 3rd Street, Suite D, Pendleton, OR 97801 or aalexander@capeco-works.org. Please send it attention Human Resources if you are sending by mail.

POSITION OVERVIEW:

Responsible for financial reports, statements, and grant accounting functions of CAPECO in accordance with generally accepted accounting principles and other Federal or State regulatory guidelines for Non-Profits.

ESSENTIAL FUNCTIONS:

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. Other duties, responsibilities and activities may change or be assigned at any time with or without notice. To perform this job successfully, an individual must be able to perform each essential function satisfactorily with or without reasonable accommodation.

1. Provide financial analysis for revenue, liabilities and assets of the agency.
2. Provide accurate and timely recording of transactions to the General Ledger.
3. Reviews all supportive services request and invoices for accuracy, cost effectiveness and proper coding to grants.
4. Accountable for the review of financial and internal controls to determine whether such controls are adequate to meet management objectives and ensure the safeguarding of assets.
5. Assist with the preparation of monthly financial records for Executive Officers, and Board of Directors.

6. Assist with the development of the agency's annual budget.
7. Assist in preparing and administering CAPECO's financial procedures manual.
8. Provide reports, statements, schedules and accounting calculations at year-end to outside auditing firms.
9. Review and prepare tax returns and other information both quarterly and annually.
10. Maintains all agency contracts and agreements.
11. Develops and/or recommends cost allocation methodologies for agency, as needed.
12. Review and recommend cost allocation methodology for agency indirect cost procedures.
13. Performs other related duties as required to meet the ongoing needs of the organization and its targeted population.
14. Evaluates reports, decisions, and results of agency financial position through balance sheet items, profit and loss statements, and revenue/expenditure reports for individual funds and for the consolidated financial statements of the agency.
15. Review and analyze departmental accounting data, ensure accuracy, identify and compute accruals, recommend revisions in departmental accounting procedures.
16. Completes draw down requests and expenditure reports on a weekly, monthly, quarterly, and annual basis. Assists with coordinating closing activities for grants and funders.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND MINIMUM QUALIFICATIONS:

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the job.

1. Bachelor's degree with a major in Accounting or 6 years comparable proven experience in accounting, or a combination of education and experience.
2. Knowledge of cost and financial accounting principles and practices.
3. Knowledge of internal control systems and procedures.
4. Skills in performing complex numerical calculations.
5. Knowledge of computer software (Microsoft Office, Word, Excel) and related financial statistical software products.
6. Effective oral and written communications skills.
7. Ability to maintain a high level of confidentiality.
8. High level of interpersonal skills to handle sensitive and confidential situations and documentation.
9. Ability to work in team oriented environment.

WORK ENVIRONMENT AND PHYSICAL DEMANDS:

The physical demand and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle or feel; reach with hands and arms; and talk or hear. The employee is occasionally required to bend, kneel and crouch. Specific vision abilities required by this job include close vision and distance vision. The noise level in the work environment is usually moderate. The employee must occasionally lift, push and/or carry/move objects up to 50 pounds.

SPECIAL REQUIREMENTS:

- Must pass a criminal history background investigation; however a conviction of a crime may not necessarily disqualify an individual from this position
- CAPECO is a drug free workplace and pre-employment screening will be required.
- Must possess a valid State Driver's License and insurable driving record is required

THE ABOVE JOB DESCRIPTION has been discussed with me, and I accept all responsibilities and can perform all duties with or without reasonable accommodations as outlined above. By my signature, I hereby agree to all components of the position including the job classification.

EMPLOYEE'S SIGNATURE

DATE