Position Title: Accounting Specialist  
Department: Finance  
Reports To: Accounting Manager  
FLSA Designation: Non-Exempt  

POSITION PURPOSE:  
The Accounting Specialist is responsible for providing support and or backup to the accounting, finance, payroll, and grants management departments.  

ESSENTIAL FUNCTIONS:  
- Provide support and/or backup to Finance department staff functions including: Payroll, AP, Procurement, and General Accounting.  
- Perform daily and weekly recurring tasks and maintain paperless filing system.  
- Prepare month, quarter, and year-end reconciliations for various GL and bank / investment accounts.  
- Assist finance team members with special projects and tasks as needed.  
- Perform duties in an accurate and timely manner.  
- Communicate daily with Finance staff.  

QUALIFICATIONS:  
- 2 year Associates degree in accounting, or related experience required.  
- 2 years of Governmental (fund) accounting experience preferred.  
- Proficiency with Microsoft Office suite with emphasis on Excel.  
- Strong organizational skills.  
- Experience in Abila and Microix AP & Payroll experience preferred.  
- Ability to perform basic technical accounting functions.  
- Excellent communication skills both written and verbal.  
- Excellent analytical and organizational skills.  
- Willingness to work with confidential information and maintain confidentiality.  
- Ability to work as a team player as well as a self-motivator.  
- Current valid Oregon Drivers’ license.