



APPLICATION DEADLINE:	5/31/17
POSITION TITLE:	Accounting Manager
DEPARTMENT:	Finance
HIRING SALARY MINIMUM:	\$12/hr to \$15/hr
REPORTS TO:	Controller

ABOUT JUNIOR ACHIEVEMENT:

Junior Achievement (JA) is a nonprofit youth organization whose core purpose is to inspire and prepare young people to succeed in the global economy. Junior Achievement moves this mission forward through hands-on programs that promote work readiness, entrepreneurship and financial literacy. Junior Achievement is the recognized leader in "empowering young people to own their economic success®" through volunteer-led, experiential learning. Founded locally in 1950, Junior Achievement of Oregon and SW Washington is an affiliate of Junior Achievement USA which has been a national leader for nearly 100 years in preparing young people for their economic futures.

Working in partnership with K-12 schools, JA delivers vital programming to youth in communities across Oregon and SW Washington. The primary tenets of the JA program model include volunteer-driven programs, hands-on experiential learning, and sequential, age-appropriate curriculum. With the support of over 4,000 business and community volunteers, JA programs will impact approximately 44,000 students in over 1,700 classrooms during the 2016-17 school year. This outreach accounts for over 500,000 hours of JA content and experiences for students throughout our operating area.

POSITION CONCEPT:

Junior Achievement is looking for an Accounting Manager to assist with month-end close, client invoicing, accounts payable and donor gift acknowledgements. High ethical standards, accuracy and attention to detail are required to properly account for the range of student programs JA offers: In-Class programs, JA BizTown®, and JA Finance Park ®.

This position requires 12-14 hours/week. The successful candidate will enjoy working in a professional environment (business-casual office) where visitors include school groups, donors and board members.

PRIMARY RESPONSIBILITIES:

1. Manage invoicing process for JA fee-for-service education services, and to donors for pledges and special events. Manage donor acknowledgement process.
2. Prepare bank deposits. Transfer credit card payments to the bank.
3. Prepare and enter vendor invoices to accounting system. Manage processing of company credit cards.
4. Prepare monthly reconciliations and maintain accounting spreadsheets.
5. Become proficient in QuickBooks accounting system and the donor accounting functions in Raisers' Edge CMS.

EDUCATION/EXPERIENCE

Required: Candidate should be enrolled in degree program in Accounting and have some general accounting/finance experience. Computer fluency, including computer hardware and Microsoft Excel and Word, database and accounting software is required.

Desired: Accounting degree and two years of experience in general accounting and QuickBooks experience.

TO APPLY:

Send resume with cover letter to:

Laura Mears

Junior Achievement of Oregon & SW Washington

7830 SE Foster Road

Portland OR, 97206

lmears@ja-pdx.org (submissions via email preferred)

This position description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job related duties required by their supervisor. This document does not create an employment contract implied or otherwise, other than an "at-will" relationship.