

all hands raised



Education, Equity and Excellence
from Cradle to Career

Job Announcement

Title:	Manager, Accounting and Operations
Reports to:	Vice President, Operations
Status:	.75 FTE; exempt
Compensation:	Full-time salary range: \$ \$ 42,000 to \$47,000. Salary depends on experience. Excellent AHR benefit package.
Closing Date:	Friday, September 20, 2019 by 5 p.m.

All Hands Raised (AHR) Background: Since 1994, AHR has advocated for excellent and equitable education for all students. Our mission is to champion education, equity and excellence inside and outside of the classroom. We mobilize leadership, ideas, resources, and community action to ensure all kids in all neighborhoods throughout Portland and Multnomah County achieve their full potential.

AHR Team Member Description: All Hands Raised has an open accounting and operations position that is critical to our work. This is an excellent opportunity to not only join our amazing team, but also to contribute to the community in a meaningful way. We have a great work environment and work hard at ensuring that our staff have a work/life balance. To this end, All Hands Raised was awarded the designation, for the second year in a row, as one of the 100 Best Nonprofits To Work For in Oregon for 2019.

The Accounting and Operations Manager (AOM) is a crucial member of the AHR team and has a critical role in supporting the Operations and Finance Department comprised of the Vice President, Operations (VPO) and Interim Associate Director, Finance (ADF). They will work collaboratively to provide excellent customer service to internal/external constituents and be a contributor to implementing solid business practices through the successful execution of their responsibilities. The Accounting/Operations Manager must thrive in a fast-paced, innovative and collaborative work environment and have a passion for helping all children succeed academically and personally.

Position Summary: Core responsibilities include managing the Accounts Payable (AP) process, maintaining the AHR employee assigned and office assets inventory, assisting with the preparation of legally required financial reports, payroll processing and reporting, audit documentation, financial reporting for AHR governing bodies and staff and supporting human resource administrative function. They must ensure that all financial transactions and human resource duties are handled in compliance with GAAP, federal and state regulations and adhere to the highest standard of confidentiality. The AOM will provide external and internal customer service by undertaking operations administrative tasks and office management functions including answering the office phone, maintaining a clean and stocked office environment and assisting with general administrative duties that benefit the organization, as assigned by the VPO.

Key Responsibilities and Duties

- Process cash receipts, prepare bank deposits in a timely manner and adhere to internal control policies.
- Manage the office petty cash fund.
- Assist in managing organizational process around credit card usage including ensuring proper documentation is received and coding is entered for each transaction.
- Manage accounts payable by coding and posting vendor invoices, preparing vendor checks, printing checks, mailing to respective vendors and maintaining vendor files.
- Assist in processing semi-monthly payroll with a third-party administrator by supporting payroll processing through collection of work narratives and maintain and prepare labor distribution reports for internal use and ensure that all payroll data is current.
- Assist VPO and ADF in preparing monthly financial statements for AHR Board, Board committees and staff. Prepare reports/summaries on AHR activity areas, as needed.
- Provide support to VPO and ADF for filing legally required reports, preparing financial forms and supporting the gathering of required documentation for the annual audit.
- Support the VPO in human resource management by maintaining the staff performance review schedule, entering HR data associated with performance reviews and ensure that all personnel and payroll files and employee records are up-to-date and well-organized.
- Manage office equipment maintenance; provide customer service to troubleshoot office equipment & IT issues staff may experience.
- Responsible for office management functions including keeping kitchen and bathroom areas organized and stocked, meeting rooms maintained on a daily basis and any special office maintenance projects assigned by the VPO.
- Respond to incoming calls for the office, be able to answer general AHR questions, screen calls for general referrals, direct calls to staff recipient and take a message if the staff person is unavailable.
- Support the VPO in preparing for the monthly staff meetings and in the areas of facilities management, IT and construction mitigation.
- Research fiscal impact of any new human resource policies and/or regulations.
- Cross-train with the ADF to in order to undertake essential functions of the ADF position, if needed.
- Maintain and update the annual inventory of all employee assigned assets and office equipment.
- Function in accordance with established accounting standards, procedures and applicable laws.
- Purge and archive documents according to record retention policy.
- Support the organization with general administrative support, as directed by the VPO
- Other duties as assigned by supervisor.

Knowledge, Skills and Abilities

- Demonstrated knowledge and experience in basic accounting procedures and human resource practices.
- Excellent skills in providing effective and timely customer service to internal staff and external partners.
- Competency in MS Office Suite software, databases and accounting software. Proficiency in Blackbaud's Financial Edge preferred.
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- Ability to multi-task, prioritize, and work through interruptions without missing critical deadlines.
- Experience in non-profit fiscal management.
- Excellent problem-solving skills and ability to work collaboratively in a team environment.
- Demonstrated ability in having excellent interpersonal skills to effectively represent the organization by being the front-line staff for callers and visitors to the AHR office.
- Effective written and verbal communication skills with an ability to relay complex information in an understandable manner.
- Demonstrated ability to handle highly confidential information.
- Experience with non-profit fiscal management and in providing support to non-profit governing bodies.

Qualifications/Personal Attributes

- Associate of Arts in Accounting required or commensurate experience with job qualifications; Bachelors of Arts in Accounting preferred.
- Two or more years of experience with full-charge bookkeeping or accounting, preferably in a non-profit, grant-funded organization and with providing front-line customer service to internal and external customers.
- Valid drivers license.
- Committed to AHR's mission and works for the best interests of the organization.
- Passion for education, equity, and excellence for all kids coupled with compassion for families and children of all cultures, neighborhoods, and demographics.
- Organized and solution-oriented with a flexible demeanor and a sense of humor under pressure.
- Team player with good interpersonal skills who builds productive working relationships with staff based on respect and good rapport coupled with a willingness to help out wherever needed.
- Willing and able to bear high levels of responsibility and is always accountable for their decisions and work products.
- Communicates honestly and consistently by sharing appropriate information with internal and external constituents.
- Encourages a positive attitude rather than negative viewpoint.
- Dependable and can be relied upon to get the job done with no surprises to other internal/external partners.
- Demonstrated ability to be proactive in their work in order to avoid mistakes that could/should be anticipated.

HOW TO APPLY

Submit a one-page cover letter, addressed to Steffeni Mendoza Gray, Vice President- Operations, describing how your qualifications and professional experience aligns with the job description and attach a resume, not to exceed two pages in length to Mgracctg@allhandsraised.org by Friday, September 20, 2019 by 5 p.m.

All Hands Raised is an equal opportunity employer without regard to race, color, citizenship, religion, national origin, age, gender, gender identity, disability, veteran, current or future military status, sexual orientation, marital status, AIDS, pregnancy, childbirth or related medical conditions. For more information about our organization, please see www.allhandsraised.org.