



JOB ANNOUNCEMENT FISCAL ASSISTANT

PORTLAND YOUTHBUILDERS

Portland YouthBuilders (PYB) is a nonprofit, two-year alternative high school and job training program with the mission to support low-income young adults, ages 17-24, who are committed to changing their lives to become self-sufficient, contributing members of the workforce and their community. At PYB, students complete high school with a GED or diploma and develop marketable employment skills by learning to build affordable housing from the ground up or learning to refurbish computers and provide technical assistance low-income seniors. PYB students have the opportunity to serve as part-time AmeriCorps members and earn an AmeriCorps Education Award.

POSITION SUMMARY

The Fiscal Assistant supports the work of the Fiscal Department to serve the fiscal needs of PYB's staff and students, and to provide accurate and timely financial information to the Board of Directors, management, and funders. The Fiscal Assistant provides sound fiscal and administrative support to ensure that financial transactions are performed in accordance with generally accepted accounting principles, federal nonprofit financial management guidelines, and PYB fiscal policies.

The Fiscal Assistant interacts regularly with PYB's staff, students, funders and vendors. This position has access to confidential organizational and personnel information and therefore requires exceptional discretion. We are seeking someone who can execute the technical aspects of this job while also demonstrating commitment to PYB's mission and the young people we serve.

Reports To: Fiscal Manager
Schedule: 32 hours per week (.80 FTE), weekdays
Employment Status: Part-time, Regular, Non-Exempt
Position Starts: April 2017
Compensation: \$18.27 – 20.19/hr, depending on experience
Six to seven weeks paid vacation per year- prorated in first year based on length of service; most state recognized holidays paid, plus 1 personal day per month; \$600 per month contribution to cafeteria plan for health care benefits and/or retirement savings; Life & Long-Term Disability insurance; dynamic environment with great team of students and staff.

RESPONSIBILITIES

- Perform all accounts payable functions
 - Approximately 200-250 entries per month
 - Develop proficiency and accuracy in coding payables in the context of a complex array of public and private funders
 - Obtain management review and approval of check requests
 - Distribute checks and maintain accurate and complete vendor files

- Track repetitive and intermittent accounts payable (e.g.- rent, janitorial service, insurance, loan payments, etc) and ensure that all are paid in a timely fashion
- Prepare monthly attendance incentives, weekly leadership incentives, and ad hoc case management team support checks for students according to agency policies
- Collect credit card receipts from managers to match all billed charges
- Reconcile staff benefits invoice charges with payroll deductions and pay monthly (health, 403(b), Life/LTD insurance)
- Monitor cash account balances for adequate cash flow to meet major financial outlays
- Reconcile A/P, student support, and misc. expense accounts monthly
- Assist with non-cash student support processes
 - Order, track and distribute free and reduced fare transit passes in compliance with funder guidelines
 - Order, track and distribute urgent support and incentive gift cards for students
- Prepare and enter journal entries in area of responsibility
- Record cash receipts and prepare bank deposits
- Assist with personnel procedures and paperwork
 - Assist Fiscal Manager to prepare onboarding paperwork for new employees, independent contractors, and full-time volunteers
 - Assist Fiscal Manager to collect and process required paperwork for PYB's intermittent volunteers
 - Assist with monthly payroll by preparing employee timesheet templates, finalizing timesheets, and distributing pay checks and pay stubs. (May also cross-train with Fiscal Manager on entry and processing of semi-monthly payroll via ADP Run)
- Prepare 1099s for sub-contractors (<20 per year)
- Post, collect and distribute mail daily
- Assist with compiling information for reports or presentations as requested, e.g., monthly financial reports, audit documents, grant reports; ensure all documents are accurate and submitted within a timely manner
- Perform clerical tasks associated with area of responsibility
- Order and stock office supplies and paper products
- Assist with preparation of detailed monthly AmeriCorps Financial Status Report (invoice)
- Maintain clear, organized filing system
- Collaborate with Contract Coordinators to execute contract compliance tasks as needed (e.g.- background checks, required legal postings, etc.) to ensure PYB's compliance with Department of Labor, AmeriCorps and other funder requirements
- Seek ways to create and improve fiscal systems to serve staff and student needs
- Provide routine updates on current workload and special assignments to Fiscal Manager
- Participate in PYB all-staff events including staff meetings, community building activities, and equity trainings
- Perform other duties as assigned, such as representing PYB Fiscal Department on various internal teams and committees

QUALIFYING KNOWLEDGE, SKILLS, AND EXPERIENCE

Required

- High school diploma or equivalent is required
- Associate's degree in Accounting or related field or two plus years equivalent and directly related work experience including accounts payable and general ledger experience
- Knowledge of accounting principles and practices
- Demonstrated strong organizational skills and ability to manage multiple tasks and conflicting deadlines
- Ability to work in a fast-paced team environment
- Ability to take direction and work independently, taking initiative within areas of responsibility
- Positive attitude and ability to adjust to changing priorities and growing responsibilities
- Ability to exercise discretion and judgment in daily performance
- Precision and attention to detail

- Excellent detailed tracking, analytical and problem solving skills
- Strong proofreading and editing skills with excellent grammatical skills
- Ability to operate a variety of office equipment, such as a computer, laptop computer, photocopier, scanner & printer
- Must demonstrate ability to communicate both verbally and in writing in an effective, professional, and timely manner
- Proficiency with Microsoft Excel, Word, and accounting software. Ability to be trained to capably use other financial and database software programs. [PYB currently uses Sage 50 Accounting software]
- Ability to pass a fingerprint background check and drug testing

Preferred

- Experience in nonprofit accounting
- Ability to work more than 32 hours/week in times of high demand (e.g.- audit prep)
- Valid driver's license and good driving record
- Experience, knowledge, or willingness to learn to contribute to PYB's commitment to diversity, equity and inclusion

APPLICATION PROCEDURE: Please e-mail your **cover letter and resume** to Petra Nomina, petra.nomina@pybpd.org. Your cover letter should describe how your education and/or experience have qualified you for this position at Portland YouthBuilders, and should demonstrate your written communication skills. Applicants may learn more about our program and culture at www.pybpd.org.

No paper resumes, faxes, phone calls or visits please.

CLOSING DATE: All applications received by **midnight, WEDNESDAY, MARCH 15TH** will be considered. Applications will be reviewed as they are received.

Portland YouthBuilders' mission connects us to people and communities across Portland. We are proud to be an equal opportunity employer and do not discriminate on the basis of race, color, sex, sexual orientation, age, religion, creed, marital status, national origin, political affiliation, disability, veteran status, or any other classifications applicable by law. Portland YouthBuilders is committed to the diversity of our people, programs and services. The organization acts affirmatively in the employment and advancement of qualified people of color. Auxiliary aids and services are available upon request to individuals with disabilities. TTY1-800-735-2900

PYB employees and volunteers must successfully complete a criminal background and drug test check prior to work. Portland YouthBuilders is a Drug Free Workplace and adheres to the requirements of the Drug Free Workplace Act. Portland YouthBuilders' students and staff are subject to random drug tests.

- *This program is funded 28% through a Federal award of \$1.1 million from the U.S. Department of Labor – ETA for the YouthBuild Program Initiative.*
- *This program financed in whole (or in part) with funds provided through Worksystems, Inc. from the U.S. Department of Labor.*
- *PYB is an AmeriCorps program and students who are AmeriCorps members are eligible for an education award.*

